



Purchasing User Manual

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Purchasing

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Chapter 1

Understanding Purchasing

Concepts and Terminology

This User Manual describes how to use Purchasing (or "P/A"). To understand how to use Purchasing, you should understand some key concepts and words that are used in this package.

Purchase Request and Purchase Order

A purchase request contains all the information that will go into a purchase order, and represents a request for a purchase order.

A purchase request can be edited as required and then posted to create a purchase order. A purchase order represents an order that has been placed with a vendor. Purchasing also allows purchase orders to be created "on the fly" at receiving time ("receive without P.O."), without first being entered as a purchase request.

Allocated and Unallocated

Purchase requests and purchase orders can be allocated or unallocated.

An unallocated (normal) P.O. allows you to order goods for delivery to a single location.

Goods ordered on an allocated P.O. are intended for delivery to more than one location. The amount for each location is entered as part of the purchase request. The goods may be ordered for delivery directly to the locations, or the goods may be delivered to a single location and automatically transferred from there to the other locations.

Transfer Request, Transfer-out, Transfer-in, and Transfer Reconciliation

A transfer request contains all the information needed to ship merchandise from one of your locations to another. When a transfer request is posted, it becomes a "Transfer-out", and a transfer-out document may accompany the actual merchandise shipment.

When the transfer is received, the merchandise is checked in against the Transfer-out. The receiving location then posts the Transfer-out, changing it to a "Transfer-in". Inventory transfer transactions for items that were received exactly as shipped may also be created at the receiving location as a result of posting the Transfer-in.

Transfer reconciliation is performed to account for differences between what was shipped and received. Reconciliation can optionally be required for every transfer. When the Transfer-in is reconciled and posted, inventory transfer transactions are created for items that were reconciled.

The inventory transfer transactions are edited and posted in the Inventory Management package, using the *I/C Inventory* selection.

Location and Location Group

Locations are the places where you keep your inventory. In Inventory Management these are called "warehouses". Location codes are maintained in the *I/C Warehouse* file.

A location group is a list of up to 48 locations (warehouses) that you choose to associate for purposes of reporting, ordering, or taking markdowns.

Calendar

A calendar in P/A allows you to define a "year", along with its seasons, months and weeks, to group sales into analysis periods on merchandising reports. This "calendar year", and its periods, can start and end on any dates that you decide are most useful for presenting merchandising information.

Dates Used in Purchasing

Purchasing uses the following dates:

Order date	Delivery date
Cancel date	Receipt date
Ship date	Receiving date

An **order date** is the "transaction" date of a purchase request. This date remains with the purchase request when it is posted to become a purchase order.

A **delivery date** is the date on which the P.O. is scheduled to be delivered.

A **cancel date** is the date on which you intend to cancel the P.O. if delivery is not complete. You can print the Open P.O.'s Report showing P.O.'s that have not been received by the cancel date for expediting purposes.

A **receipt date** is the date on which the P.O. is delivered.

A **ship date** is the "transaction" date of a transfer request and is the date on which the transfer is assumed to have been shipped.

A **receiving date** is the date on which a transfer arrives at the receiving location.

Vendor Items

The use of vendor items is optional in P/A.

A vendor item is a unique combination of a vendor and an item. You can use vendor item information to help you decide from whom to purchase your items.

You may optionally set up these vendor item combinations before creating purchase requests. Vendor item information, including cost and minimum order quantity, is available to you when you enter a purchase request. Alternatively, you may let the system automatically create vendor item information when purchase requests are posted.

Receive without P.O.

Not all items that you receive will be ordered with a purchase order. If you have no purchase order for a receiving, you may enter it through *Receivings (Receive without P.O.)*. The entry of header and line item information is similar to that of purchase requests.

Explanation of Quantity Fields

There are several quantities used in Purchasing:

Suggested quantity: the quantity calculated by the Purchasing Advice Report (See the chapter titled *Purchasing Advice*).

Original quantity: the quantity ordered for an item on a purchase request when the request was posted to become a purchase order. For example, if the quantity originally ordered on a purchase request was 10, the original quantity ordered for that item is always 10, no matter how the "quantity ordered" changes. For items entered through *Receivings (Receive without P.O.)* or added to purchase orders, this quantity

is always 0.

Quantity ordered: the quantity currently on order for an item. For example, the quantity ordered for an item may originally have been 10. If 2 were received and the remaining 8 were backordered, when the receiving is posted, the new quantity ordered for that item becomes 8. For items added to existing purchase orders or entered through *Receivings (Receive without P.O.)*, this quantity is always 0. For an existing P.O., this quantity may only be changed by posting a receiver.

Quantity shipped: the quantity indicated on a transfer as sent from the shipping location. This quantity is entered on a transfer request, and it may be changed during transfer reconciliation. For items added to transfers using *Transfer in*, the shipped quantity is set to 0.

Quantity received: for a purchase order, this is the quantity entered as received from the vendor either in *Receive P.O.'s* or *Receive without P.O.* For a transfer, this is the quantity specified as arriving at the receiving location. When a P.O. is created, the quantity received is set equal to the quantity ordered, to simplify the handling of receivings.

Quantity backordered: the quantity on an unposted P.O. receiving that is not received and is specified as backordered. For example, the quantity ordered may originally have been 10 for an item. If 2 were received and the remaining 8 were backordered, the quantity backordered for that item would be 8. When the receiving is posted, the quantity ordered becomes 8 and the quantity backordered becomes 0. For items added to existing purchase orders or entered through *Receivings (Receive without P.O.)*, this quantity is always 0.

Quantity cancelled: the quantity on a P.O. receiving that is not received and that is not backordered. For example, the quantity ordered may originally have been 10 for an item. If 2 were received and the remaining 8 were not backordered, the quantity cancelled for that item would be 8. When the receiving is posted, this line item is removed from the purchase order, because it no longer has any quantity on order. For items added to existing purchase orders or entered through *Receivings (Receive without P.O.)*, this quantity is always 0.

Inventory History, Merchandise History, and Received P.O. History

Three types of history are available in Purchasing.

Inventory history refers to the detailed record of every transaction that affects your inventory. This includes all transactions that are posted using *I/C Inventory (Post)*.

Merchandise history can be retained to track the movement of your inventory items, as well as to keep a record of markdowns. Merchandise history is created when transactions are posted using *Inventory (Post)*, and when miscellaneous items are sold, returned, or received in Point of Sale, Billing, and Purchasing. Markdown history is created using the *Markdown* selection in P/A.

Received P.O. history can be retained for all purchase orders that have been received through *Receivings (Received P.O's)* and *Receivings (Receive without P.O.)*. History includes header information, such as order date, vendor, buyer, etc., and line item information, such as quantity ordered, quantity received, etc.

Purging Files

As used here, "purge" means to remove unnecessary records. For example, the Received P.O. History file can be purged of old received purchase orders. The purchase orders you specify are deleted (purged) from the file.

Compressing Files

As used here, "compress" means to remove records but to combine their information into a new record that is written into the file (to replace the removed records). For example, the Merchandise History records in the Inventory History file can be compressed into weekly, monthly, seasonal, or yearly summary records. For example, when history is compressed into weekly records, an item might have up to seven daily activity records that would be removed for the week. Their information would be summarized, and a single record with the week-ending date would be written into the file.

Prerequisite Packages

Purchasing requires Inventory Management, as well as an Installation Kit. In a multi-location installation, Inventory Management is only required at the Hub; it is optional at the Satellites.

The *Point of Sale* and *Billing* modules have been designed to work with Purchasing, though neither is required.

Accounts Payable can also be used with Purchasing, although it is not a prerequisite.

If your purchasing is done at multiple sites (see the chapter titled *Multi-location Purchasing and Transfers*), Point of Sale &/or Billing, and Multi-Site Point of Sale &/or Multi-Site Order Entry is required.

Installation

Install Purchasing using the instructions provided in the *Installation Guide*. The order in which you install your Samco applications does not matter.

Product Description

Purchasing provides a simple, yet very powerful method to control purchases,

receivings, and transfers of inventory items.

- Supports multiple companies and multiple locations
- Allows entry of new purchase requests (unapproved P.O.'s) with a minimum of keystrokes, using system-assigned or user-entered P.O.#'s. P.O. approval prints user-defined P.O. forms.
- Allows P.O.'s with pre-set merchandise allocations for up to 48 Satellite locations. Allows editing of allocations during receiving and automatic creation of transfers to the Satellites.
- Maintains on-order quantities for items
- Allows setup of new vendors and items "on-the-fly"
- Automatically calculates and creates suggested purchase requests based on minimum and maximum stocking levels, or based on the quantity sold during a specified time period, or based on a requested number of days of supply
- Allows "receive in full" with no data entry, as well as receiving of individual lines. Un-received quantities may be backordered or cancelled.
- Supports printing of user-defined receiving forms
- Allows entry of serial numbers and lot number during P.O. receiving
- Offers capabilities to create and receive P.O.'s "on-the-fly", to handle merchandise arriving without a P.O.
- Allows setup and receipt of new items, and stocking locations at P.O. receiving time
- Vendor information can be maintained, whether or not Accounts Payable is used.
- Vendor/item setup is automatic and allows multiple vendors for an item.
- Provides full support for multi-location purchasing, receiving, and transfers when used with Multi-Site. Allows P.O.'s to originate at the Hub, and to be received at the Hub, or at the Satellite against an electronic copy of the P.O. Provides user-control for whether or not purchase requests may originate at the Satellites, and whether or not Hub approval is required before the P.O.'s are finalized.
- Supports "before-the-fact" transfers as part of daily operations, user-defined transfer forms, remote site transfer completion, and transfer ("in-transit") reconciliation reports

- Allows viewing and printing of open P.O.'s, showing quantity ordered, received and backordered. Offers viewing and printing of detailed P.O. receivings history.
 - Optionally retains a complete detailed inventory transaction history (receivings, transfers, adjustments, etc.) for viewing and reporting
 - Provides complete reporting on pending P.O.'s using the Open P.O.'s, On Order By Month, and P.O.'s To Be Received reports
 - Provides merchandising reports with user-defined calendars and "location group" reporting, including Six Week Item History, Current/Prior Year Analysis, Retail Inventory Value, and Hot/Cold Analysis reports
 - Allows vouchering of received P.O.'s into Accounts Payable, and reporting of un-vouchered receivings
 - Provides open-to-buy setup, maintenance and reporting to monitor inventory plans and open purchase orders
-



Chapter 2

Getting Started

It is assumed that you have already installed the programs for Inventory Management and Purchasing (Accounts Payable, if using) on your computer.

If you will be using the multi-location purchasing features of this package and plan to use unattended processing functions available in Multi-Site, you should have also installed Point of Sale and Multi-Site. If you wish, you may delay using the unattended processing functions until you are more familiar with Purchasing, in which case you may also delay installing Point of Sale and Multi-Site.

This chapter describes how to set up Purchasing for regular use.

The Purchasing Data Files

There are six Purchasing files that must be entered before Purchasing can be used for ordering. The other data files used by Purchasing already exist in Inventory Management and, if using, Accounts Payable. A discussion of how these files are used and updated follows the description of the Purchasing files.

Here is a brief explanation of the Purchasing files:

P/A Control file

This file contains certain control information that defines which Purchasing features you will use.

Form file

This file contains predefined layouts for printing purchase order, receiver, and

transfer documents. Layouts are included for two purchase order forms, one for printing on plain paper and the other for printing on pre-printed purchase order forms, for one receiver, and for one transfer.

Vendor file

This file contains a record for each of your vendors, including name, address, contact persons and phone numbers.

If you are using Accounts Payable, this file is shared by P/A and A/P.

Vendor Item file

You will use this file only if you are using the vendor items feature of Purchasing. This file allows you to define every item that you order from a vendor and is used in preparing purchase orders for each vendor.

Merchandise Parameter file

This file contains a record for each of the reporting calendars and location groups that you define. It also contains parameters that you enter for viewing and printing certain P/A reports.

Merchandise Sequence file

This file contains sequencing records for each of your inventory items. It reduces the time needed to print merchandising reports.

Other Files Used by Purchasing

Items and associated vendor information from Inventory Management are used in processing purchases in P/A.

If Point of Sale or Billing is installed, invoice history information can be used to calculate order quantities. Point of Sale and Billing order information can be used for drop-ship purchase orders.

If Custom Labels is installed, tags can be generated for your purchases and receivings for later printing in C/L.

Setting up Purchasing

Prior to setting up Purchasing, you must have already set up Inventory Management and, if using, Accounts Payable.

Follow the steps below to set up Purchasing:

1. Use *Setup (Control information)* on the Inventory Management menu and answer Y to the question "Using Purchase Order ?". This allows you to track "quantity on order" for your inventory items.

If you also have installed Accounts Payable, answer Y to the question "Using Accounts Payable ?".

You should also change your entry for "Inventory reorder basis" to "Net quantity" if you plan to use minimum-maximum stocking levels when calculating suggested order quantities. This will ensure that the quantity on order for existing purchase orders is considered when calculating new suggested orders.

2. If you plan to place "drop-ship" orders with vendors for direct shipment to your customers, you should use *Setup » Warehouses* on the Inventory Management menu to establish one or more special locations for the "receiving" of drop-shipped purchase orders. This will simplify reporting of drop-ship activity.
3. Use *Setup » Control information* on the Purchasing menu to enter your P/A control information. (Refer to the chapter titled *Control Information*.)
4. Use *Setup » Forms* to change the default forms layouts as desired, or to enter new layouts. (See the chapter titled *Forms*.)

NOTE: P/A comes with predefined formats that are automatically installed when you install P/A. Use the *Setup » Forms » Load* function to load these forms for use.

5. **OPTIONAL:** Use *Setup » Calendars* to create reporting calendars that contain your year, season, month, and week definitions. A calendar for the "Current year", specified in the P/A Control file, must exist in the Calendar file to enable proper recording of merchandising history, printing of the merchandising reports, and printing of some of the P.O. reports. In order for these reports to provide the most useful information, calendars for "last year" and "next year" must also exist in the Calendar file. (See the chapter titled *Calendars*.)
6. If you are not using Accounts Payable, use *Setup » Vendors* to enter your vendor information. (See the chapter titled *Vendors*.)

If you are using A/P, you defined your vendor information when you set up the Vendor file in that package.

7. If you specified in the P/A Control file that you are using vendor items, use *Setup » Vendor items* to enter your vendor item records. (See the chapter titled *Vendor Items*.)
8. Use *Setup » Location groups* to enter lists of one or more locations (warehouses) that you choose to associate for purposes of reporting, ordering, or taking

markdowns. (See the chapter titled *Location Groups*.)

9. If you specified in the P/A Control file that you are keeping merchandise history, run the *Rebuild merchandise sequence file* selection on the *P/A File recovery utilities* menu to enable merchandise reporting. (Refer to the appendix titled *File Utilities* for more information on this selection.)

Regular Use

When you are finished setting up Purchasing as outlined above, you are ready to use this package on a regular basis.

The chapter titled *Purchase Requests*, explains how to enter and edit purchase requests and post them to create a purchase order.

The chapter titled *Purchasing Advice*, shows you how to print the Purchasing Advice Report and to automatically create purchase requests.

The chapter titled *Receivings*, describes how to enter receivings and backorders for purchase orders, and how to enter receivings without a purchase order.

The chapter titled *Batch Printing*, explains how to print forms, reprint purchase orders, or create (export) text files for a group of purchase requests or open purchase orders.

The chapter titled *Voucher Receivings*, explains how to create Accounts Payable vouchers from received P.O.'s and how to manually mark received P.O.'s that have been vouchered.

The chapter titled *Transfers*, explains how to enter, edit, complete, and reconcile transfers.

The chapter titled *Transfer Advice*, shows you how to print the Transfer Advice Report and to automatically create transfers.

The chapter titled *Markdowns*, shows you how to schedule markdowns, print the markdown worksheet, and take markdowns.

The chapter titled *View*, explains how to inquire into received P.O. history, inventory history, open P.O.'s, and transfers.

The chapter titled *Multi-location Purchasing*, discusses how to maintain and exchange P/A information between a main location and remote locations.

The chapter titled *Inventory History Report*, explains how to print a report showing a record of all transactions that have been posted for your inventory items.

The chapter titled *On Order by Month Report*, shows how to print a report that lists the totals for your open P.O.'s by month. The report can include totals for cost, retail value, and units on order.

The chapter titled *Open P.O.'s Report*, shows you how to print a report of ordered items that have not been received. The report shows ordered, received, and backorder information for each order.

The chapter titled *P.O.'s to be Received Report*, explains how to print the P.O.'s to be Received report, which lists your open P.O.'s in the order you select, with or without line items.

The chapter titled *Received P.O. History Report*, discusses how to print a report showing P.O.'s and items that have already been received from a vendor along with cancelled P.O. lines.

The chapter titled *Unvouchered Receivings Report*, explains how to print a report of receivings that have not yet been vouchered into Accounts Payable.

The chapter titled *Merchandising Reports*, describes several reports that are useful in managing your inventory, including the Current/Prior Year Analysis Report, Hot/Cold Analysis Report, Retail Inventory Value Report, and the Six Week Item History Report.

The chapter titled *Open to Buy*, explains what open to buy is, how it is used, how to set up your purchasing plan, and how to monitor and adjust your open to buy based on actual operating results.

The chapter titled *Purge Inventory History*, explains how to purge (remove) inventory transaction information from the Inventory History file.

The chapter titled *Purge Merchandise History*, discusses how to compress (summarize) or purge (remove) merchandise history information from the Inventory History file.

The chapter titled *Purge Received P.O. History*, shows how to purge (remove) information from the Received P.O. History file.

The chapter titled *Purge Vouchered Receivings*, shows how to purge (remove) from the Received P.O. History file P.O.'s for which vouchers have already been created in Accounts Payable.

The chapter titled *Load Vendor Items*, discusses a utility that creates Vendor Item records from the "Item number" and "Vendor prod #" fields in the Item file.

Appendix "A", titled *Initializing Data Files*, explains how to initialize (create from scratch) your Purchasing data files.

Appendix "B", titled *File Utilities*, explains various file manipulation facilities including instructions on exporting/importing and rebuilding your Purchasing data

files.

Support

If you encounter problems you cannot resolve by referring to this manual, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact Samco's Help Desk at:

Tel: (604) 597-4211

Fax: (604) 597-7320

E-mail: support@samco.com

Web: www.samco.com

There may be a fee for support services from Samco.



Chapter 3

Using Purchasing

About This Manual

This manual provides the information needed to learn and use Purchasing. You may also want to have the Inventory and Accounts Payable manuals handy to cross reference information from those packages.

Organization

This chapter describes how to use and locate information in the Purchasing User Manual. It also tells you how to start and exit Purchasing.

Chapter 4 is a guide to periodic operations. It explains how to use Purchasing to perform various periodic tasks.

Chapters 5 through 10 give instructions on how to enter and modify the basic information (mentioned in the chapter titled *Getting Started*) that will tailor your package according to your needs and prepare you for daily operation.

Chapters 11 through 33 describe how to use Purchasing on a daily basis. You will probably use these chapters most frequently.

Lastly, two appendixes describe some utility and file manipulation functions.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

Topics covered in the *System Functions* guide include:

- Defining multiple companies
- General rules
- Setting up Printers
- Help (On-line Manuals)
- Switching companies
- Taxes
- Valid G/L accounts
- Passwords

How to Use This Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular function of your software.

On-line Manuals

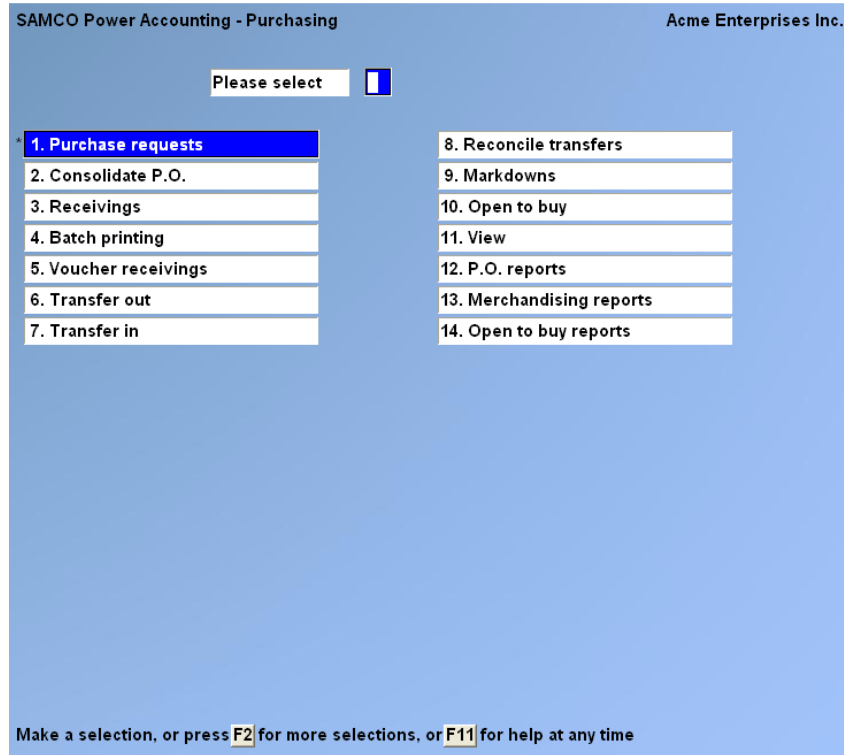
Most of Samco's user manuals can be accessed directly through the software in a modified form (no example screens or reports). This feature is known as SAM. To access SAM, press **F10** follow the instructions (for the MS Windows version press **F11**). Details on using SAM can be found in the chapter titled *Help SAM !!!* in the *System Functions* manual.

To Start Purchasing

If you are adding Purchasing to an existing installation, you will need to add it to each company ID you wish to use it under using the *Company data* option within *System Functions*. This must be done prior to continuing. (Refer to the chapter titled *Company Data* in the *System Functions* manuals for details.)

Start up your Samco software as you normally would. From the company ID's main menu (the main menu is the one that displays all of the modules available for use), select *Purchasing*.

The *Purchasing* menu then appears:

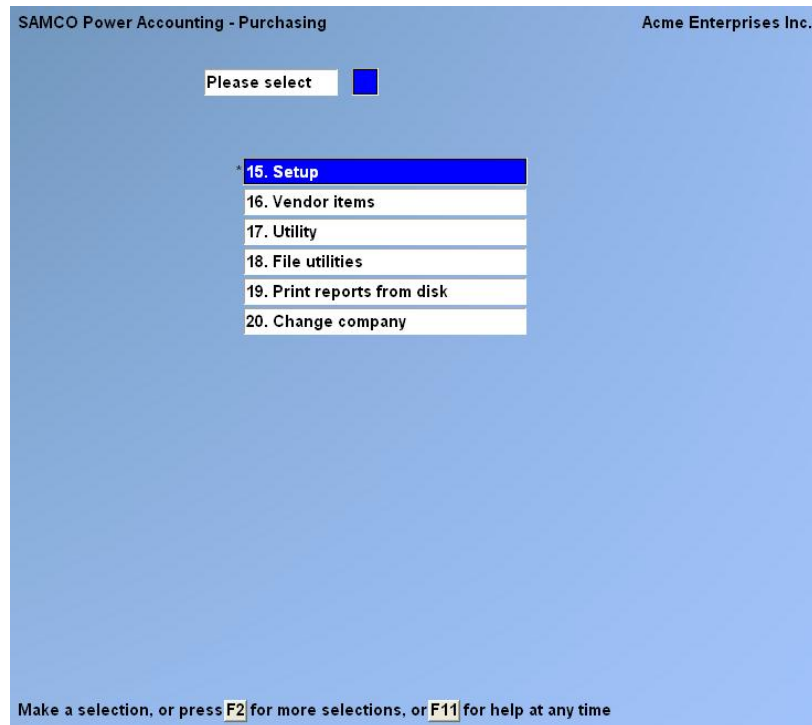


NOTE: If you are setting up Purchasing for the first time the only a few menu selections will appear. Once the P/A control information has been set up, the normal P/A menus will be displayed.

The selections that you will be using most often (such as *Purchase requests*) are on the first screen of the main menu.

To choose one of the selections shown above, type the number of the selection and press **ENTER**. For example, to select *Receivings*, type **3**.

To get to page 2 of the menu, press **F2** from page 1.



Make selections from page 2 the same way as from page 1.

To Exit Purchasing

To exit the P/A package, press **TAB** from page 1 of the P/A menu.



Chapter 4

Guide to Daily Operations

The following checklists are provided as examples of how you might use Purchasing to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY

EACH DAY, AS NEEDED

- ___ Take all markdowns scheduled for today. (See the chapter titled *Markdowns* for special timing of markdowns on the first day of a reporting period.)
- ___ If you are a satellite purchasing location, import the files received from the Hub (See the chapter titled *Multi-location Purchasing*.)
- ___ Print a purchasing advice report and create suggested purchase requests using *Purchase requests (Purchasing advice)*. (See the chapter titled *Purchasing Advice*.)
- ___ Enter purchase requests for items you need that were not created by *Purchasing advice*. (See the chapter titled *Purchase Requests*.)

EACH DAY

EACH DAY, AS NEEDED

- ___ Print the Purchase Request Edit List, and make any necessary changes, using *Purchase requests*. (See the chapter titled *Purchase Requests*.)
- ___ Post purchase requests to create P.O.'s using *Purchase requests (Post)*. (See the chapter titled *Purchase Requests*.)
- ___ Enter transfer requests to transfer items for which transfer requests were not already created by receiving allocated purchase orders (See the chapter titled *Transfers*.)
- ___ Print the Transfer Request Edit List, and make any necessary changes, using *Transfer out*. (See the chapter titled *Transfers*.)
- ___ Post transfer requests to create Transfer-ins using *Transfer out (Post)*. (See the chapter titled *Transfers*.)
 - ___ If installed, use Custom Labels to print labels for new P.O.'s (if you specified to generate tags for purchase requests in *Setup » Control information*).
- ___ Receive P.O.'s that have arrived, backordering or cancelling any unfilled lines, using *Receivings (Receive P.O.'s)*. (See the chapter titled *Receivings*.)
 - ___ Enter and receive P.O.'s for any items that were received but do not have a P.O. on file. (See the chapter titled *Receivings*.)
 - ___ If installed, use Custom Labels to print labels for received P.O.'s (if you specified to generate tags for P.O. receivings in *Setup » Control information*).
 - ___ If using Accounts Payable, print the Unvouchered Receivings Report to see received P.O.'s for which vouchers have not been created. (See the chapter titled *Unvouchered Receivings Report*.)

EACH DAY

- If using Accounts Payable, create vouchers for received P.O's using *Voucher receivings*. (See the chapter titled *Voucher Receivings*).
- Receive transfers that have arrived, using *Transfer in*. (See the chapter titled *Transfers*.)
- Reconcile and post any transfers that were not received exactly as shipped, using *Reconcile transfers*. (See the chapter titled *Transfers*.)

EACH DAY, AS NEEDED

- Print (or reprint) forms for open orders or transfers, using *Batch printing*. (See the chapter titled *Batch Printing*.)
- Back up your data files. (See the appendix titled *File Utilities*.)
- If you are a Hub purchasing location, retrieve and import the satellite files. Transmit change files to the satellites. (See the chapter titled *Multi-location Purchasing*.)
- View open P.O.'s using *View orders*. (See the chapter titled *View*.)
- Print a report of open P.O.'s using *Reports, P.O.* (See the chapters titled *On Order by Month Report*, *Open P.O.'s Report*, *P.O.'s to be Received Report*, and *Received P.O. History Report*.)
- View transfers using *View transfers*. (See the chapter titled *View*.)
- Print the Open Transfers Report to see transfers to be received and reconciled, using *Reconcile transfers (Open P.O.'s)*. (See the chapter titled *Transfers*.)

Monthly / Periodic Operations Checklist

EACH PERIOD

EACH PERIOD, AS NEEDED

- Print the Inventory History report (See the chapter titled *Inventory History Report*) before purging inventory history.
 - Purge inventory history. (See the chapter titled *Purge Inventory History*.)
 - Print the Received P.O. History report (See the chapter titled *Received P.O. History Report*) before purging received P.O. history or vouchered receivings.
 - Either purge received P.O. history or purge vouchered receivings (See the chapter titled *Received P.O. History*, or the chapter titled *Purge Vouchered Receivings*.)
 - Print any merchandising reports covering the period to be compressed or purged (See the chapter titled *Merchandising Reports*) before compressing or purging merchandise history.
 - Compress and/or purge merchandise history. (See the chapter titled *Purge Merchandise History*.)
 - Before the end of the reporting year, set up a new "Next year" calendar. (See the chapter titled *Calendars*.) At the end of the year, change the entry for "Current year" in *Setup » Control information* to the new reporting year. (See the chapter titled *Control Information*.)
-



Chapter 5

Control Information

The P/A Control file contains information about the way in which you purchase goods from your vendors and transfer goods among your locations. It is called a control file because it controls certain program functions and default values.

To Begin

Select *Control information* from the *Setup* menu.

A screen then appears. When all fields are completed, you see a screen similar to this:

Setup Control information Acme Enterprises Inc.

1. Use vendor items ?	<input type="checkbox"/>	
2. Allow immediate P/O print ?	<input type="checkbox"/>	Default Printer 98
3. Keep inventory history ?	<input type="checkbox"/>	
4. Keep merchandise history ?	<input type="checkbox"/>	
5. Keep received P.O. history ?	<input type="checkbox"/>	
6. Enter non-misc descriptions ?	<input type="checkbox"/>	
7. Show cost during receivings ?	<input type="checkbox"/>	
8. Next purchase order number	<input type="text"/>	166
9. Next receiver number	<input type="text"/>	10053
10. Default buyer	<input type="text"/>	A. Jones
11. Default ship-via	<input type="text"/>	UPS-Ground
12. Default F.O.B.	<input type="text"/>	Vancouver
13. Default vendor number	<input type="text"/>	None
14. Default P.O. form ID	<input type="text"/>	PLN60 6.0 Plain Paper P.O.
15. Default receivings form ID	<input type="text"/>	None
16. Create vendor in P/A ?	<input type="text"/>	N
17. Post user ID to I/C ?	<input type="text"/>	Y

Make changes, PgDn = next screen
Field number to change ?

Changing Information that is Already on File

If you already have P/A control information on file, when "Field number to change ?" appears, you can press ENTER or PgDn to move to the next screen. At the second screen, you can press PgUp to move to the first screen.

Enter the information as follows:

Use vendor items ?

Vendor items allow you to keep track of information for products that you purchase from a vendor, such as the vendor's item number, purchase unit, current cost, and last order information. It is especially useful if you purchase an item from more than one vendor.

Answer Y if you wish to maintain purchasing information for items that are purchased from your vendors. This information can then be used as defaults when you enter purchase requests, and allows you to compare purchasing information for an item across multiple vendors.

Answer N if you do not wish to retain purchasing information for vendor-item combinations.

If you answer N now, you may change the answer to Y later if you decide to use vendor items.

Allow immediate P/O print?

If you want the ability to print your purchase orders as you enter them answer Y.

Default printer

Enter the printer to be used by default for printing purchase orders. Unless the P/O form has the printer built in, you will have the option of selecting a different printer at time of printing.

Keep inventory history ?

Answer Y if you wish to retain a history of all posted inventory transactions for your items. The detailed transaction history for each receiving, transfer, adjustment, etc. will then be available for viewing and reporting.

You must answer Y to this question if you wish to use the *View (Inventory history)* or *Reports (Inventory history)* functions, or if you wish to use detailed period reporting in the Consolidated Grid Report.

Keep merchandise history ?

Answer Y if you wish to retain a history of merchandise activity (purchasing, sale, and transfer) for your items. The information is necessary in order to run the merchandising reports.

NOTE: If you select to retain merchandise history and already have items defined in the I/C Item file, you must build merchandise sequence records for those items to enable merchandise reporting. To do this, run the *Rebuild merchandise sequence file* function from within the *File utilities* menu (see Appendix "B").

Keep received P.O. history ?

Answer Y if you wish to retain a detailed transaction history of all received purchase orders, as well as a history of all P.O. cancellations. This historical information will be available for viewing and reporting. If you wish to use *Voucher receivings* to create Accounts Payable vouchers from received purchase orders, you must answer Y here.

Enter non-misc descriptions ?

When you enter or change miscellaneous items on a purchase request or purchase order you may change the item description. If you do not wish to change the description, you press ENTER at each field

Answer Y if you wish to have the ability to change the description for non-miscellaneous items.

Answer N if you do not wish to have access to non-miscellaneous item descriptions.

Show cost during receivings ?

When you enter a purchase request, you are asked to specify the unit cost of each item on the purchase order.

Answer Y if you wish the unit cost to be displayed when the items are being received. If you answer Y, the cost can also be changed during receiving.

Answer N if you do not wish the cost of each item to appear when receiving the P.O.

Next purchase order number

Enter the number to be assigned to the next purchase request that you enter or generate. Each time a new purchase request is entered or generated, you may use this P.O. number. It will then be incremented (increased by 1) automatically.

Enter the next number to be assigned, or press ENTER for "none".

If you select "none" you will have to manually enter your own PO number.

Next receiver number

When you receive a P.O., you must assign a receiver number. Enter the number here to be assigned to the next receiver.

When receiving a P.O., you have the option to use the default receiver number or to specify a different receiver number.

Each time the next receiver number is used, the next receiver number is incremented (increased by 1) automatically.

Enter the next number to be assigned, or ENTER for “none”.

If you specify "None", you must enter a receiver number when receiving a P.O.

Default buyer

Enter the name or title of the person who is your primary buyer.

The name entered here is used as a default buyer when entering purchase requests.

Default ship-via

Enter the shipping method you want to use as a default ship-via when entering purchase requests.

Default F.O.B.

Enter the location you want to use as a default F.O.B. when entering purchase requests.

Default vendor number

If you are using Accounts Payable, enter the number of the vendor whose information is to be used when setting up a new vendor in Purchasing, or press ENTER for no default.

When a new vendor is defined in P/A, using *Setup » Vendors* or when entering a purchase request, you may specify the vendor number, name, address, contact names, and phone numbers. Other information required by Accounts Payable, such as the vendor's terms, is obtained from the default vendor you specify here.

If you are not using Accounts Payable, "(Not applicable)" is displayed for this field, and an entry is not allowed.

Default P.O. form ID

Default receivings form ID

Enter the IDs of the forms to be used as the defaults for printing purchase orders and receivers, ENTER for no default, or F1 to scan through the P.O. forms in the Form file.

You may specify a form ID that has not yet been defined in the Form file ("Not on file" will be displayed), but the form must be defined in the Form file prior to actually printing it.

Purchasing comes with two predefined purchase order forms and one predefined receiver form in the Form file. When you install P/A, the Form file is also automatically installed, if there is not already one present. A list of the predefined form types and an example of each are shown in the chapter titled *Forms*.

Create vendor in P/A?

Answer Y if you want the ability to add new vendors while entering a PO.

A second screen then appears. After completing all the fields, you see a screen similar to this:

Setup Control information Acme Enterprises Inc.

18. Auto-generate tags for	Receivings
Number of labels per item	Trx quantity
19. Allow immediate P/O post ?	N
Print P/O register ?	N
20. Current year	2020 1/01/20 thru 12/31/20
21. Use receiving misc charge-1 ?	Y
Misc charge-1 description	Freight In
Include in inventory cost ?	Y
Default dist account number	(Item B/S Liab)
22. Use receiving misc charge-2 ?	Y
Misc charge-2 description	Handling
Include in inventory cost ?	N
Default dist account number	5080-000
23. No. of comments in line item	4
24. Delivery date by line item ?	N
25. Display item weight in order ?	Y

Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

Enter the information as follows:

Auto-generate tags for

You can create tags in Custom Labels to print labels for items when they are ordered or received in Purchasing.

Enter P if you wish to automatically generate tags for ordered items when a purchase order is posted, or enter R to automatically generate tags for received items when a P.O. receiving is posted.

Press ENTER if you do not intend to use Custom Labels or if you do not wish to automatically generate tags in Purchasing.

If you choose to generate tags in Purchasing, refer to the Custom Labels User Manual for an explanation of using and printing the tags.

If you choose to automatically generate tags for either purchase orders or receivings, an additional field appears:

Number of Labels per item

Enter the number of labels to be printed for each item ordered or received, or F2 to default to the transaction quantity (quantity ordered or quantity received).

Allow immediate P/O post?

Answer Y if you want your P/O's posted immediately after printing. If you answer N the purchase orders will have to be manually posted via the *Purchase request » Post* function.

Print P/O register?

If you do not want to print a register each time you post a purchase order answer N.

Current year

Enter the ID you use for the current reporting year. The ID should be set up using the *Setup (Calendars)* selection.

For example, you may enter 2020 for a calendar year you have defined or 20-21 for a fiscal year you have defined.

**** Not on file **** displays until you have run *Setup » Calendars* to define a reporting calendar for the current year ID that you enter here.

At the end of each year, you should use this function to change the value of "current year". You will also use the *Setup » Calendars* function to define the next year's calendar.

Use receiving misc charge-1 ?

Use receiving misc charge-2 ?

If you are using Accounts Payable, you may wish to add miscellaneous charges to receivers. The miscellaneous charges are included in the Accounts Payable vouchers

created by the *Voucher receivings* selection.

Answer Y to either field (and N to the other) if you wish to permit only one miscellaneous charge amount on a receiver.

Answer Y to both fields to permit two miscellaneous charge amounts on a receiver.
Answer N to both fields, and no miscellaneous charge amounts can be added to receivers.

If you are not retaining received P.O. history and you answer Y to either field, you are given a warning message that miscellaneous charges are not active. You may complete either field, but you will not be able to add miscellaneous charges to receivers until you change field "Keep received P.O. history?" to Y.

If you answer Y, these additional fields appear:

Misc charge-1 (or -2) description

Enter the description of the miscellaneous charge.

Include in inventory cost ?

Answer Y if you want the miscellaneous charge to be accounted for as part of the inventory costs. The miscellaneous charge is divided proportionally among all non-miscellaneous items on the receiver. This increases the cost of each item for the inventory receiving transactions (in Inventory Management), but it does not increase the replacement costs, nor other costs which are tracked.

Answer N if you want the miscellaneous charge accounted for as a separate amount in the Accounts Payable distribution.

Default dist account number

If you answered N to "Include in inventory cost?", enter an account number to serve as the account number for the miscellaneous charge amount when default distributions are generated in *Voucher receivings*.

If you answered Y to "Include in inventory cost?", "(Not applicable)" is displayed here and entry is not allowed.

No. Of comments in line item

Enter the number of additional comment lines you want to be able to add for each line on a PO. An entry of 0 means that you do not want to enter additional comment lines.

Delivery date by line item?

Answer Y if you want to have separate delivery dates for each line item on your PO's.

Display item weight in order ?

Display item volume in order ?

Answering Y to either of these fields will have a window pop up displaying the total weight and/or volume for both the item and total purchase order.

If you are using multi-warehousing as specified in the I/C Control file, a third screen then appears. After completing all the fields, you see a screen similar to this:

Setup Acme Enterprises Inc.

Control information

26. Next transfer number	50014
27. Transfer value to display	Retail value
28. Reconcile transfers for	Exception lines
29. Default reconciliation method	None
30. Default transfer-out form ID	TROUT TRANSFER/OUT
31. Default transfer-in form ID	TRIN TRANSFER IN
32. Multi-location transfers ?	N
33. Multi-location purchasing ?	N
34. Location at the Hub	(Not applicable)
35. This location	(Not applicable)
36. Store # for this location	(Not applicable)
37. Transfer authority	(Not applicable)
38. Purchasing authority	(Not applicable)

Make changes, PgUp = previous screen, PgDn = next screen

Field number to change ? 1

Enter the information as follows:

Next transfer number

Enter the number to be assigned to the next transfer request that you enter. Each time a new transfer request is entered, you may use this transfer number. It will then be incremented (increased by 1) automatically.

Enter the next number to be assigned, or ENTER for enter "None".

Transfer value to display

When you are entering transfers, the total value of the transfer can be displayed, based on the cost or retail price (price-1) of the items.

Enter C if you wish to display the cost value, R to display the retail value, or leave

this field blank if you do not wish to display any value.

Reconcile transfers for

This field determines which transfers must be reconciled. When using multi-location transfers (see below), the Hub performs all reconciliation.

Enter A if all transfers must be reconciled.

Enter D if exception documents must be reconciled. An exception document is a transfer that contains at least one item for which the quantity received is different than the quantity shipped. If there is an exception on the transfer, no further processing occurs for any line item on that transfer until the exception is resolved during reconciliation.

Enter L if only exception lines must be reconciled. An exception line is an item for which the quantity received is different than the quantity shipped. Processing can continue for other lines on that transfer.

Default reconciliation method

You can specify a reconciliation method to be assigned automatically to lines where shipped and received quantities do not match ("unmatched" lines). This permits unmatched lines to be reconciled automatically. Your choices are:

- 1 transfer as shipped and ignore variance.

"Qty-shipped" is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.

- 2 transfer as shipped and charge variance to to-location.

"Qty-shipped" is used as the quantity for the inventory transfer transaction. An inventory adjustment transaction is also created for the to-location for the variance quantity.

- 3 transfer as received and ignore variance.

"Qty-rec'd" is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.

- 4 transfer as received and charge variance to from-location.

"Qty-rec'd" is used as the quantity for the inventory transfer transaction. An inventory adjustment transaction is also created for the from-location for the variance quantity.

You can also press ENTER if you do not wish to use a default reconciliation method.

In this case, each unmatched line must be reconciled "manually" using *Reconcile transfers » Enter*.

Default transfer-out form ID

Default transfer-in form ID

Enter the IDs of the forms to be used as the defaults for printing transfer-out and transfer-in documents, or use one of the options:

ENTER For no default

F1 To scan through the transfer forms in the Form file

You may specify a form ID that has not yet been defined in the Form file ("Not on file" will be displayed), but the form must be defined in the Form file prior to actually printing it.

Purchasing comes with predefined transfer forms in the Form file. When you install P/A, the Form file is also automatically installed, if there is not already one present. A list of the predefined form types and examples of each are shown in the chapter titled *Forms*.

Multi-location transfers ?

If you are using multi-warehousing (as specified in the I/C Control file), answer Y if you wish to be able to process transfers at multiple sites. Multi-location transfers allows the transfer to be initiated at one site and completed at another site.

If you answer Y, one location must be designated as the "Hub" site and the other locations are considered remote sites (or "Satellites"). Each location must already be defined in the I/C Warehouse file. Refer to the chapter titled *Multi-location Purchasing and Transfers*, for an explanation of how to use the multi-location transfer features of Purchasing.

Answer N if you are not using transfers or if all transfer information is entered at a single site. If you answer N, "(Not applicable)" is displayed for the "Transfer authority" field and entry is not allowed.

Multi-location purchasing ?

If you are using multi-warehousing (as specified in the I/C Control file), answer Y if you wish to be able to generate P.O.'s at one site and receive them at different sites.

If you answer Y, one location must be designated as the "Hub" purchasing site and the other locations are considered remote sites (or "Satellites"). Each location must already be defined in the I/C Warehouse file. Refer to the chapter titled *Multi-location Purchasing and Transfers*, for an explanation of how to use the multi-location purchasing features of Purchasing.

Answer N if ordering and receiving are done at a single site (whether you have one or many locations). If you answer N, "(Not applicable)" is displayed for the "Purchasing authority" field and entry is not allowed.

If you answer N to both "Multi-location transfers ?" and "Multi-location purchasing ?", "(Not applicable)" is displayed for the remaining fields and entries are not allowed.

If you answer Y to either "Multi-location transfers ?" or "Multi-location purchasing ?", enter the information for the following fields:

Location at the Hub

Enter the warehouse ID for the location of the Hub purchasing and/or transfer site, or ENTER for the "Central" location.

If you are using multi-location purchasing and transfers, the same Hub location is used for both.

This location

Enter the warehouse ID for the location of this site. If this is the Hub, enter the same location code that you entered in the previous field. If this is a Satellite, enter the warehouse ID of this Satellite's location. It must be different than the Hub's location.

Store # for this location

For a Satellite, enter the store number of this location. If you are using Point of Sale, and the store number you enter is on file in the P/S Store file, the store's name is displayed.

The store number you specify here is used to name the P/A Satellite Transmission file that is created at this location.

For a Hub, this field displays "(Not applicable)," and an entry is not allowed.

Transfer authority

This field controls the level of transfer authority for a Satellite.

Enter T to allow this location to create and post transfer requests that are shipped from this location only.

Enter A if this location can create and post transfer requests that are shipped from any location to any other location.

Press ENTER for "None" if this location is not allowed to create transfer requests. The location is then allowed only to receive transfers at this location.

For a Hub, this field displays "(Not applicable)" and an entry is not allowed.

Purchasing authority

This field controls the level of purchasing authority for a Satellite.

Enter R to allow this location to generate purchase requests but to prevent actual creation of purchase orders. (The actual P.O. will be created at the Hub, by an authorized user.)

Enter P if this location can create purchase orders.

Press ENTER for "None" if this location is not allowed to enter purchase requests or create purchase orders. The location is then allowed only to enter P.O. receivings.

For a Hub, this field displays "(Not applicable)" and an entry is not allowed.

After pressing ENTER at "Field number to change?" another screen is displayed"

Setup Acme Enterprises Inc.

Control information

39. Vend-item cost from rcv ?	<input type="text" value="Y"/>
40. Allow qty entry in other units ?	<input type="text" value="N"/>
41. Print back orders at receiving?	<input type="text" value="Y"/>
42. Back order default printer	<input type="text" value="02"/>
43. Use user defined fields?	<input type="text" value="Y"/>

Make changes, **PgUp** = previous screen, **PgDn** = next screen

Field number to change ?

Vend-item cost from rcv?

If you want to have the cost from the receiving to override the vendor cost entered into the Vendor item file answer Y.

Some businesses prefer to maintain a standard vendor cost so that fluctuations caused by volume purchases or special pricing does not influence the standard cost. In this case they would answer N.

Allow qty entry in other units ?

To enter quantities using the *Conversion* table in *System functions* answer Y.

The conversion table is a list of different measures with factors to convert from one measurement to another. For example, you may have an EACH unit and a DOZN (dozen) unit. If you wanted to order 46 dozen but the purchasing unit was in eaches you would be able to pick the dozen conversion unit and it would do the work for you.

Print back orders at receiving ?

Answering Y will cause a back order report to be printed after receiving in inventory. If no back orders exist for any of the items being received a report is not generated.

Of note, back orders come from the Billing Module module.

Back order default printer

Enter the printer to have the back order report printed to by default. The operator will have the option to select a different printer when the report is ready to be printed.

Use user defined fields?

Answer Y if you will be using user defined fields to customize your purchase orders. P/A allows you to set up to 30 unique user defined fields for data entry. These fields can be printed on the purchase order and viewed using the *View* function.

If you answer Y to this field the following functions are either added or affected:

- *Setup » User defined fields (new)*
- *Setup » Forms (more fields)*
- *Purchase requests » Enter*
- *View » Received P.O. history*
- *View » Open P.O.'s Find items*

Pressing ENTER at field number to change will return you to the *Setup* menu.

34: PA - Control information

File Edit AR 3C OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help

Setup Acme Enterprises Inc.

Control information

45. Drop ship clearing acct# 7040-000

Make changes, PgUp = previous screen

Field number to change ?

Drop ship clearing

This account number should match the drop ship clearing account in the OE (Billing F2 Control information file) if the Billing module is used. When a purchase order is created and tagged as a drop ship PO, the receiving of the PO does not create any inventory transactions, and therefore, no General Ledger entries are created. The accounting for items that have been drop-shipped happens at the time of vouchering. Vouchering can be done in two places: PA voucher receivings and AP Payables Enter.



Chapter 6

Forms

NOTE: Many references are made in this chapter to fields or functions related to *Apparel* (an add-on module for Inventory). Since *Apparel* is currently not available, your answers to these fields or functions will not affect the normal operation of Purchasing.

This selection allows you to tailor Purchasing to work with your purchase order, receiver, and transfer forms. Your forms output may be printed to paper or "exported" (text files written to disk).

P/A comes with several predefined forms that you may print, as listed below. These predefined forms are in the Form file (PAFRMF). When you install P/A, the Form file is also automatically installed, if there is not already one present.

If the predefined forms supplied with P/A are sufficient for your needs, you need not continue with this chapter.

The predefined forms supplied with P/A are:

<u>Form ID</u>	<u>Description</u>
----------------	--------------------

PLN	Purchase Order - plain paper
PO	Purchase Order - pre-printed
RECV1	Receiver - plain paper
XOUT1	Transfer out - plain paper
XIN1	Transfer in - plain paper

If you select to use a different form, or to create an "export" form, you can make a copy of an already existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not

recommended.

An unlimited number of forms can be defined with this selection. *Forms* allows you to print almost any information field in the P/A Purchase Request or Transfer Request files.

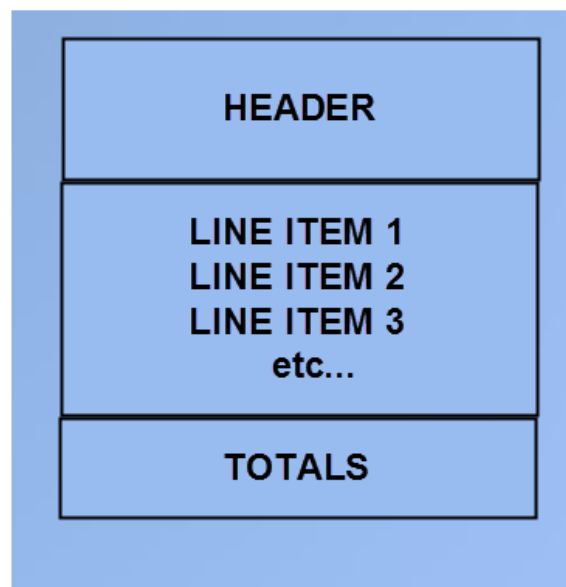
We suggest that you first become familiar with the predefined forms provided with this package. Then use this chapter to modify the predefined forms as required or to design your own forms.

Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

Header, Line Item, and Totals Groups

Each form consists of three information groups:



The Header is the top part of the form and typically includes information that relates to the purchase order in general (for example, the P.O. number, date, vendor's name and address). Header information always prints before Line Item and Totals information.

The Line Items group is the middle part of the form, and typically includes information on each line item on the purchase order or receiver (such as the item number and description, quantity ordered, and cost). Line Item information always prints after Header information and before Totals information.

The Totals is the bottom part of the form, and typically includes purchase order discounts, total amount of the purchase order, and terms information. Totals information always prints after Header and Line Item information.

Paginated

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, or Totals), its line number within the group, and the starting column number where it is to print.

The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

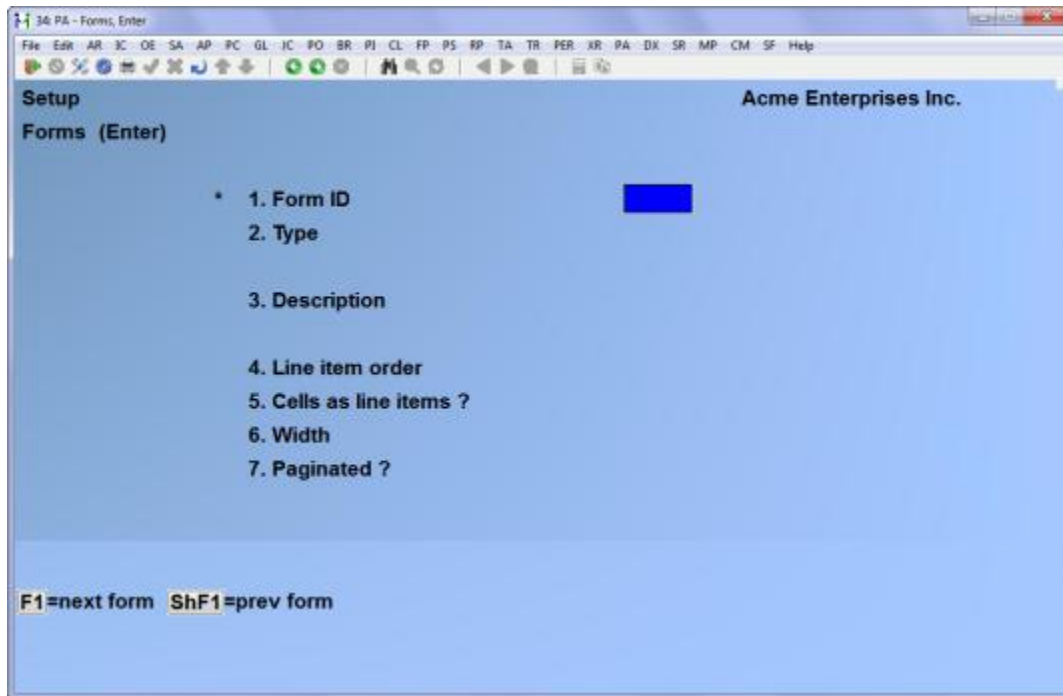
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

To Begin

Select *Forms* from the *Setup* menu on page 2 of the P/A main menu.

Entering Forms

This is the screen you see:



On this screen, you identify the form with an ID, type, and description, and define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

Form ID

Enter the ID for this form, or F1 to scan through the existing forms on file.

If the form ID you specify already exists, the information for that form is displayed and may be changed or deleted as usual. You also may use one of these options:

- F2 To display the form as it currently exists (see the section titled Displaying the Form later in this chapter)
- F5 To print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled Testing the Form later in this chapter)
- F6 To copy an existing form to a new form (see the section titled Copying a Form later in this chapter)

Type

Enter P if the form is to be used for printing purchase orders or receivers, E if the form is to be used for creating an export (text) file for purchase orders, T if the form

is to be used for printing transfers, or X if the form is to be used for creating an export (text) file for transfers.

If you choose an export type, an additional field appears:

Default file name

Enter the name of the export file to be displayed as a default when this form is used. A different name may be specified when the exported file is to be created.

If the export file is not to be created in the top-level Samco directory, include the drive letter or pathname where it is to be created.

Description

Enter the description of this form type.

Line item order

Enter I if you want to print items on the form in order by item number, or enter E if you want items printed in the order in which they were entered on the order.

Cells as line items

This field applies only if you are using Apparel, and it applies only to gridded items.

Enter Y to print information for each cell (colour/size combination) as a separate line item. This means that any information defined to print for a line item (item number, cost, etc.) is printed once for each colour/size that is ordered. Enter N to print item information only once and to print the colour/size information for each cell below the item information.

NOTE: Each cell prints as a separate line item only if you have not selected to print the line item field "Colour/size grid".

Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

Paginated

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it.

Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y to "Paginated ", the following fields appear:

Setup		Acme Enterprises Inc.
Forms (Enter)		
* 1. Form ID	PLN09	
2. Type	Print P.O.	
3. Description	6.0 Plain Paper P.O.	
4. Line item order	As entered	
5. Cells as line items ?	N	
6. Width	80	
7. Paginated ?	Y	
8. Length	66	
9. First line for headers	3	
10. Headers 1st page only ?	N	
11. First line for line items	25	
12. Last line for line items	57	
13. First line for totals	59	
14. Totals on all pages ?	N	

Make changes F1=next form ShF1=prev form F2=display F3=delete F5=test
Field number to change ?

Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

First line for headers

Enter the first line number on which header information is to print.

Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 9).

Last line for line items

Enter the line number on which the last line item is to print. Your entry must be

higher than the line number specified for "First line for line items" (field number 11).

First line for totals

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for line items" (field number 12), and less than the number of lines specified for "Length" (field number 8).

Make changes as usual. Another screen is displayed with more settings to be entered.

Totals on all pages

Enter Y to specify that the "totals lines" print on each page.

Next form

Enter a form ID that you want to print immediately after printing this form.

For example, after issuing a purchase order you want to generate a similar document for the warehouse manager. By entering that form ID here that form will print immediately following the PO.

Printer

Enter the printer number to use as the default for this form, F2 ("none" is displayed) if there is no particular default printer for this form, or F4 to be asked which printer to use.

Make changes as usual. For an existing form, you are then asked "View/change form layout?". Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, you see a screen similar to this:

Setup Acme Enterprises Inc.

Forms (Enter)

Form ID PLN09 6.0 Plain Paper P.O.

1. Field group █

2. Line number

H=headers L=line items T=totals F1=next field F2=display form

On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

For each field, enter the information as follows:

Field group

Enter H if the field is part of the Header group, L for the Line Item group, or T for the Totals group. You may also use one of the options:

- F1 To scan through the fields on file for this form
- F2 To display the form as it appears so far (see the section titled *Displaying the Form* later in this chapter)

Line number

Enter the line number on which this field is to print, or F1 to display the next field on file within this group. For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

Column

Enter the starting column in which to print this field, or use the option:

- F1 To display the next field on file within this group that is on or beyond the specified line number
- F2 To insert a new line within this group
- F3 To delete the current line within this group

Your entry may not be greater than the width of the form.

At "Field number", you see a screen similar to this:

The screenshot shows a 'Setup' window for 'Acme Enterprises Inc.' with the following configuration options:

- Forms (Enter)
- Form ID: PLN09 6.0 Plain Paper P.O.
- 1. Field group: Headers
- 2. Line number: 1
- 3. Column: 1
- 4. Field number: 0

Below these options is a window titled 'Headers and Totals Fields' containing a table of 27 fields:

Fld#	Description	Fld#	Description	Fld#	Description
1.	Blank line	10.*	Cancel date	19.*	Drop-ship cust no
2.	Calculation register	11.	Company display name	20.*	Drop-ship cust fax
3.	Printer feature	12.*	Company report name	21.	Drop-ship cust phone
4.	Suppress line	13.	Company address	22.*	Drop-ship name
5.	Bitmap graphic file	14.*	Company phone number	23.*	Drop-ship address 1
6.	Blank line	15.	Currency code	24.*	Drop-ship address 2
7.	Allocation flag	16.*	Delivery date	25.*	Drop-ship address 3
8.	Batch print flag	17.	Drop-ship flag	26.	Entry loc for T/I
9.*	Buyer	18.*	Drop-ship ref no	27.	Entry loc for T/O

At the bottom of the window, a legend states: F1 = next field past line 1 column 1, PgDn = next page

The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print.

To see the additional windows, press PgDn. To return to a previous window, press PgUp.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a "Field group" of Line Items, different windows display, showing only Line Item fields.

Refer to the section titled *Form Fields* at the end of this chapter for a description of each field displayed in the windows for Headers and Totals and Line Items.

Continue entering the information as follows:

Field number

Enter the number of the field that you wish to select, or use one of the options:

- | | |
|-------|--|
| F1 | To display the next field on file that is on or after this line number and column number |
| F2 | To perform a calculation (see the section below titled Calculations for details) |
| ENTER | To enter a literal (text) instead of a field number (see the section titled Literal Fields later in this chapter) |

Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

If you answer Y, these additional fields appear:

When Field-#

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the PgUp and PgDn keys to see additional windows.

is
(value)

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter the number for the dependent field, the field that will have to meet the condition.

Then, enter one of the following abbreviations:

- | | |
|----|--------------------------|
| EQ | equal to |
| NE | not equal to |
| GT | greater than |
| LT | less than |
| GE | greater than or equal to |
| LE | less than or equal to |

Then enter the value that the dependent field must contain to complete the condition. Press ENTER to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select **Printer feature** at the **Field number** prompt. The screen appears as follows:

Setup Acme Enterprises Inc.

Forms (Enter)

Form ID

1. Field group	<input type="text" value="Headers"/>
2. Line number	<input type="text" value="1"/>
3. Column	<input type="text" value="1"/>
4. Field number	<input type="text" value="3"/> <input type="text" value="Printer feature"/>
5. Repeat	<input type="text" value="1"/>
6. Feature code	

Enter the following information:

Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

6. Feature code

Enter a valid printer feature code or F1 to display the next printer feature code on file.

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

Alphanumeric, Numeric, Date or Time, Literal, Text, and Grid Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are six different types:

Alphanumeric	fields may contain any combination of letters, digits, and special symbols.
Numeric	fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.
Date	fields only contain dates. Time fields only contain times.
Literal	fields contain text that you type. Most literal fields are defined by pressing ENTER at "Field number", rather than specifying a field number.
Text	fields contain text that is predefined (such as "*****" or "-----"). Text fields are added to a form by specifying a field number.
Grid	fields contain an entire colour/size or allocation grid. Grid fields are also added to a form by specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or ENTER for the maximum length of the field

Justify

Enter R to "right-justify" the characters, or press ENTER for no justification, to print the characters as entered.

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press ENTER for the maximum shown.

Decimal digits

(If the field has no decimal places, "Not applicable" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or use one of the options:

ENTER For the maximum shown.

9 To "float" the decimal point, based on the actual number of decimal digits in the value. A "floating" decimal point ensures that the values always print right-justified, rather than being aligned by decimal point.

Implied ?

Answer Y to indicate that the decimal point should be implied and, therefore, not printed. Answer N if you wish the decimal point to print in the value.

Commas ?

(If the field has less than 4 integer digits, "Not applicable" displays here.)

Answer Y to use commas when printing this field.

Leading zeros ?

(If you specified to use commas, "Not applicable" displays here.)

Answer Y to include any beginning zeros when printing this field.

Negatives ?

(If the field cannot be negative, "Not applicable" displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

- R minus sign to the right of the number [99.99-]
- L minus sign to the left of the number, in a fixed position
[- 99.99]
- F minus sign to the left of the number, in a floating position
[-99.99]
- C "CR" to the right of the number [99.99CR]
- P enclose number in parentheses [(99.99)]

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date or Time Fields

The following field displays for each date or time field:

Format

For a date field, select the format to use when printing this field, as follows:

- 1 MM/DD/YY (03/31/04)
- 2 MMM DD YY (Mar 31 04)
- 3 MMM DD (Mar 31)
- 4 DD-MMM-YY (31-Mar-04)
- 5 Month DD, YYYY (March 31, 2004)
- 6 YYYYMMDD (20040331)
- 7 YYMMDD (040331)
- 8 MMDDYY (033104)

For a time field, select the format as follows:

- 1 12:MM (05:00)
- 2 12:MM:SS (05:00:30)
- 3 24:MM (17:00)
- 4 24:MM:SS (17:00:30)

When you complete entry, the print format of the date or time as you have defined it

is displayed on the screen.

Literal Fields

The following two fields display for each literal field:

Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or press ENTER for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Text

Enter the exact text to be printed, up to the length specified in field 6.

Text Fields

The following field displays for each predefined text field:

Length

Enter the number of characters to be used when printing this field, up to the maximum number shown, or press ENTER for the maximum length of the field.

Grid fields

The following three fields display for each grid field:

Length

Enter the number of characters to be used for printing the width of the grid, up to the maximum number shown, or press ENTER for the maximum allowable grid width.

Print totals ?

Answer Y to print row and/or column totals, or answer N to suppress printing of totals.

Quantity to print ?

Enter the letter that designates the quantity to print in each "cell" of the grid, as

follows:

- G original ordered
- O ordered
- R received
- B backordered
- P previously received
- S shipped

For a print or export P.O. form type, an additional field appears if you select to print the "Colour/size grid" field:

Allocations

Enter S if you wish to print a summary grid showing allocated totals for the colour/sizes at all locations. Enter D to print a detail colour/size grid for each location showing the quantity allocated. Enter B to print both the summary and detail colour/size grids.

Calculations

The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your forms using the "Calculation register" field.

Calculations are rarely needed for normal forms printing. If you are using a standard format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press F2 at the **Line ?** prompt. The screen appears as follows:

Setup Acme Enterprises Inc.

Forms (Enter)

Form ID

1. Field group	<input type="text" value="Headers"/>	
2. Sequence #	<input type="text" value="1"/>	3. Register # <input type="text" value="1"/>
4. Operand 1		
5. Operator		
6. Operand 2		

Enter destination register number, 1 to 20

Enter the following data:

Sequence

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

Register

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

Operand 1

Enter the first operand field to use in the calculation from the window displayed, or press ENTER to enter a constant.

Operator

Enter one of the following equation operators:

- + Add to Operand 1 to 2
- Subtract Operand 2 from 1

- * Multiply Operand 1 by 2
- / Divide Operand 1 by 2
- DIV Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off).
- MOD Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register.
- INT Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register.
- FRC Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stores as .54 in the calculation register.
- RND Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are 1 for the 1st decimal, 2 for the 2nd decimal, -1 to tens, -2 to hundreds etc..

Operand 2

Enter the second operand field used in the calculation from the window displayed, or press ENTER to enter a constant.

The following are a few key things to keep in mind about using calculations:

1. When printing, the calculation registers are reset for each form section.
2. The sequence number is used to determine the order in which the calculations occur.
3. Calculations from headers, lines, distributions, summary distributions, and totals cannot be used interactively.
4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

Displaying a Form

While entering a form, you can press F2 to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Testing a Form

A test form can be printed that substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using *Purchase requests » Post*, *Receivings » Receive P.O.'s*, *Transfer out » Post*, *Transfer in*, or *Batch printing*, you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press F5.

If the form is a "Print" type, the printers defined are displayed for you to select from. If the form is an "Export" type, the default file name for the form is shown. Press ENTER to accept the default file name or enter a different name.

Copying a Form

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press F6.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID is automatically created during the copy process if it does not already exist.

After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also

be optionally printed.

Select *Print* from the *Forms* menu.

On the screen that appears, enter the following:

Starting form ID

Ending form ID

Enter the range of form ID's for which to print the list. Follow the screen instructions.

Type to print

Enter the form type to print for the forms, as shown on the screen, or press F1 to print "All" form types.

Print fields ?

Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

NOTE: Many fields are defined for each form type of the predefined forms supplied with P/A. Selecting to print fields for several types may require a significant amount of time and paper.

Loading Standard Forms

Samco provides a number of standard forms which you can use. To make these forms available for use (if they are not already available) you can run the *Load* function from the *Forms* menu.

On the screen displayed answer Y to continue with the import, or N to cancel.

Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your form, you will see the exact rows and columns of every piece of check information. You will then be able to specify the exact row and column for each piece of information when you re requested to do so later.

To begin, select *Grid* from the *Forms* menu.

On the screen displayed, enter the following information:

of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your form.

You can also press F1 to use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

of print columns (left or right)

Enter the number of print columns to appear across the page on the grid, or press F1 to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

On the following screen type DONE and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer Y, another grid prints; if N, you are asked to mount regular paper.

Form Fields

P/A comes with various predefined forms. If the predefined forms do not meet your needs, you can select an existing form, make a copy, and modify the copy. You may also design your form "from scratch", but this is not recommended.

The *P/A Setup » Forms* selection allows you to define an unlimited number of forms and to print almost all of the order information fields in the P/A Purchase Request file and Transfer Request file. You can also use this selection to define a format for creating an export (text) file of your purchase orders and transfers.

This section describes each information field that is available for printing on a form.

The field descriptions are arranged in two groups: Header/Total fields, and Line Item fields.

Header fields are those that print at the top part of the form, while **Total fields** print at the bottom part. Header and Total fields are fields that relate to the P.O. in general, such as P.O.#, date, vendor name, and total order cost.

Line Item fields print in the middle part of the form, between the Header and Total fields. Line Item fields relate to each line on the order, such as item number, description, quantity ordered, and unit cost.

Header/Total Fields

<u>Field Name</u>	<u>Description / Notes</u>
-------------------	----------------------------

Blank line	When this field is selected, no other data is printed on the
------------	--

line, even if it is defined.

Calculation Register	Used to access register values stored during calculation routines.
Printer feature	turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Allocation flag	S = separate, M = merged. Blank if not allocated.
Batch print flag	Y = form is being printed through <i>Batch printing</i> ; □ = form is being printed through posting.
Buyer	Entered buyer name.
Cancel date	Entered cancellation date.
Company display name	Company display name.
Company report name	Company report name.
Company address 1 - 3	Company address lines 1 through 3.
Customer phone number	Company phone number.
Delivery date	Entered delivery date.
Drop-ship flag	Y = Drop-ship P.O., N = not a drop-ship P.O.
Drop-ship ref no	Entered reference number of document requiring drop-ship.
Drop-ship cust no	Entered customer number to whom to drop-ship.
Drop-ship cust fax	Customer's fax number for drop shipped purchase requests.
Drop-ship name	Entered name to whom to drop-ship.
Drop-ship address 1 - 3	Entered address to which to drop-ship.
Entry loc for T/I	Location code where transfer-in was entered.
Entry loc for T/O	Location code where transfer-out was entered.
F.O.B.	Entered F.O.B.

From location	Transfer-out location code.
From location name	Transfer-out location name from I/C Warehouse file.
From location adrs 1 - 5	Transfer-out location address from I/C Warehouse file.
Last page flag	Y = the printed page is the last page of the document, otherwise = blank.
Location	P.O. location code, or location code for transfer destination.
Location name	P.O. or transfer destination location name from I/C Warehouse file.
Location adrs 1 - 5	P.O. or transfer destination location address from I/C Warehouse file.
Location group ID	ID of location group used for an allocated P.O.
Location group desc	Description of location group used for an allocated P.O.
Misc chrg 1 amt	Amount, entered during posting a receiver, for miscellaneous charge 1, defined in the P/A Control file.
Misc chrg 1 desc	Description of miscellaneous charge 1, defined in the P/A Control file.
Misc chrg 1 inv flg	Y = miscellaneous charge 1, defined in the P/A Control file, is included in inventory cost. Blank if not included in inventory cost.
Misc chrg 2 amt	Amount, entered during posting a receiver, for miscellaneous charge 2, defined in the P/A Control file.
Misc chrg 2 desc	Description of miscellaneous charge 2, defined in the P/A Control file.
Misc chrg 2 inv flg	Y = miscellaneous charge 2, defined in the P/A Control file, is included in inventory cost. Blank if not included in inventory cost.
PA Usr def fld desc 1-30	For code type user defined fields this is the description for the 3 character code and not the code itself.
PA Usr def fld title 1-30	The field title of the user defined field not the content.
PA Usr def fld value 1-30	This is the actual value entered into the field.

P.O. number	Entered P.O. number.
P.O. number-main	Original portion of a reissued P.O. number, to the left of the "/".
P.O. number-suffix	The reissue number portion of a reissued P.O. number, including the "/" and numbers to its right.
P.O. date	Entered P.O. date.
P.O. day	Numeric day of month within P.O. date.
P.O. month	Numeric month within P.O. date.
P.O. month name	Name of month within P.O. date.
P.O. year	Year within P.O. date.
P.O. status	C means the PO is cancelled, and blank is normal.
Page number	Form page number.
Receiver number	Entered receiver number.
Receiving date	Entered receiving date for P.O. or transfer.
Record type	Type of record: O = purchase order, P = purchase request, R = transfer request, and T = open transfer.
Reissue flag	Y = the P.O is reissued (with a /99 ending), □ = the P.O. is not reissued.
Ship-via	Ship via description.
Special message 1 - 3	Special message lines 1 through 3.
System date	System date.
System day	Numeric day within system date.
System month	Numeric month within system date.
System month name	Name of month within system date.
System year	Year within system date.
System time	System time.

System hours/12	Hour within system time, expressed as 12-hour clock.
System hours/24	Hour within system time, expressed as 24-hour clock.
System minutes	Minutes within system time.
System seconds	Seconds within system time.
Terms	Entered terms.
Terms discount amt	Early payment discount amount calculated using order total cost and A/P vendor's discount percent. Zero if not using A/P.
Text '*****...'	A string of asterisks.
Text '-----...'	A string of dashes.
Text '_____'	A string of underscores.
Total amount recd	Total cost of receiver, including miscellaneous charges.
Total cost	Total cost of P.O. or transfer.
Total cost rec	Total cost of transfer-in.
Total cost shipped	Total cost of transfer-out. (same as Total cost)
Total items	Total number of lines on P.O. or transfer.
Total items matched	Number of line items whose quantity received is identical to quantity transferred.
Total items unmatched	Number of line items whose quantity received is different from quantity transferred. Total items minus total items matched.
Total landed cost	Total cost of receiver, with miscellaneous charges included in inventory, but not miscellaneous charges not included in inventory.
Total qty	Total quantity ordered/shipped of all lines on P.O./transfer, in stocking units.
Total qty/ven	Total quantity ordered of all lines on P.O., expressed in vendor's unit, if conversion factor is not zero and vendor unit is not blank.
Total price-1	Total price-1 (retail) value of the P.O or transfer, using current Item file price-1.

Total price-1 rec	Total price-1 (retail) value of the transfer-in. Calculated using price-1 from entry location.
Total price-1 ship	Total price-1 (retail) value of the transfer-out. Calculated using price-1 from entry location.
Total qty B/O	Total quantity backordered of all lines on P.O., expressed in stocking units.
Total qty B/O/ven	Total quantity backordered of all lines on P.O., expressed in vendor's unit, if conversion factor is not zero and vendor unit is not blank.
Total qty rec	Total quantity to be received of all lines on P.O. or transfer-in, expressed in stocking units.
Total qty rec/ven	Total quantity to be received of all lines on P.O., expressed in vendor's unit, if conversion factor is not zero and vendor unit is not blank.
Total qty shipped	Total quantity to be shipped of all lines on a transfer, expressed in stocking units. (same as Total qty)
Total qty variance	Difference between total quantity shipped and received of all lines on a transfer, expressed in stocking units.
Tot qty prev rec	Total quantity previously received of all remaining lines on P.O., expressed in stocking units.
Tot qty prev rec/ven	Total quantity previously received of all remaining lines on P.O., expressed in vendor's unit, if conversion factor is not zero and vendor unit is not blank.
Total volume in M	Total volume in cubic meters.
Total volume in FT	Total volume in cubic feet.
Total volume in YD	Total volume in cubic yards.
Total weight in LB	Total weight in pounds.
Total weight in KG	Total weight in kilograms.
Tran received by	Person who received transfer.
Tran recv comment	Entered transfer-in comment.

Tran ship date	Entered transfer-out ship date.
Tran shipped by	Person who shipped transfer.
Tran shipping commnt	Entered transfer-out comment.
Transfer number	Entered transfer number.
Transfer status	Status of transfer: (Blank) = transfer request or transfer out, I = transfer in, A = full receipt acknowledged, E = receipt acknowledged with exceptions, R = reconciled.
AP Usr def fld desc 1-30	For code type user defined fields this is the description for the 3 character code and not the code itself.
AP Usr def fld title	The field title of the user defined field not the content.
AP User def fld value	This is the actual value entered into the field for the vendor.
Vendor name	P.O. vendor name. Entered as line 1.
Vendor address (1 - 3)	P.O. vendor address lines
Vendor contact 1 & 2	Vendor contact 1 and 2 from Vendor file.
Vendor cutoff days	Vendor cutoff day for proximo terms from Vendor file. Blank if not using A/P.
Vendor fax no.	Vendor's fax number.
Vendor number	Vendor number as entered in P.O.
Vendor payment group	Vendor payment group from A/P Vendor file. Blank if not using A/P.
Vendor phone 1 & 2	Vendor contact phone 1 and 2 from Vendor file.
Vendor reference-#	Vendor reference number from A/P Vendor file. Blank if not using A/P.
Vendor terms desc	Description of vendor's payment terms from A/P Vendor file. Blank if not using A/P.
Vend terms disc days	Number of days from invoice date or day in month during which vendor gives discount for early payment, from A/P Vendor file. Zero if not using A/P.
Vend terms disc pct	Early payment discount percent from A/P Vendor file. Zero if

not using A/P.

Vend terms due days Number of days from invoice date or day in month on which payment is due, from A/P Vendor file. Zero if not using A/P.

Vendor terms type Vendor terms type (D = days, P = proximo) from A/P Vendor file. Blank if not using A/P.

Vendor type Vendor type from A/P Vendor file. Blank if not using A/P.

Line Item Fields

<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Blank line grid	Forces printing of a blank line after grid information for any gridded item, whether in gridded format or list format. This field may only be specified once on a form.
Blank line ser/lot	Forces printing of a blank line after serial or lot information for any serialized or lot-controlled item. This field may only be specified once on a form.
Calculation Register	Used to access register values stored during calculation routines.
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Allocation flag	S = separate, M = merged. Blank if not allocated.
Allocation grid	Causes allocation grid to print, using quantity specified.
Batch print flag	Y = form is being printed through <i>Batch printing</i> ; □ = form is being printed through posting.
B/S liab acct	Entire balance sheet liability account from <i>I/C Control information</i> .
B/S liab acct-sec (1-5)	Specific section of the balance sheet liability account from <i>I/C Control information</i> .
Buyer	Entered buyer name.

Calc qty received	Orig qty ordered - Qty ordered.
Calc qty receive/ven	Orig qty ordered - Qty ordered, expressed in vendor units, if conversion factor is not zero and vendor unit is not blank.
Cell qty on B/O	Colour/size quantity backordered, expressed in stocking units.
Cell qty ordered	Colour/size quantity currently on order, expressed in stocking units.
Cell qty orig ord	Colour/size quantity originally ordered, expressed in stocking units.
Cell qty received	Colour/size quantity to be received, expressed in stocking units.
Cell qty prev rec	Colour/size quantity previously received, expressed in stocking units.
Cell qty shipped	Colour/size quantity to be transferred, expressed in stocking units.
Colour/size	Colour and size names for the individual colour/size combination.
Colour/size bar code	Bar code for the individual Colour/size combination.
Colour/size component	Colour and size components (Y/Z) of the colour/size bar code.
Colour/size grid	Causes grid to print, using cell quantity specified.
Colour/size tag	Heading names of the colours and sizes (e.g., COLR/SIZE).
Colour	Name of the individual colour (e.g., BLUE).
Colour component	Colour component (Y) of the colour/size bar code.
Colour tag	Heading name of the colours (e.g., COLR).
Comment	P.O. line comment.
Cancel date	Entered cancellation date.
Conversion factor	Number of stocking units in a vendor purchase unit if using vendor items. Value is 1 if not using vendor items.
Delivery date	Entered delivery date.
Drop-ship flag	Y = Drop-ship P.O., □ = not a drop-ship P.O.

Drop-ship ref no	Entered reference number of document requiring drop-ship.
Drop-ship cust no	Entered customer number to whom to drop-ship.
Drop-ship name	Entered name to whom to drop-ship.
Drop-ship address 1 - 3	Entered address to which to drop-ship.
Extended cost	Unit cost multiplied by quantity ordered/shipped.
Extended cost rec	Unit cost multiplied by quantity transferred in.
Extended cost ship	Unit cost multiplied by quantity transferred out. (same as Extended cost)
Ext.cost in vnd unit	Unit cost multiplied by quantity ordered/shipped in the vendor's unit of measure from the vendor item file.
Ext.cost rec. in vnd	Unit cost multiplied by quantity transferred in, in the vendor's unit of measure from the vendor file.
Ext.cost ship in vnd	Unit cost multiplied by quantity transferred out in the vendor's unit of measure from the vendor file.5. (Same as Extended cost)
Extended landed cost	Total cost of item, with the item's portion of miscellaneous charges included in inventory.
Extended price-1	Unit price-1 multiplied by quantity ordered/shipped using current Item file price-1.
Extended price-1 rec	Unit price-1 (from entry location) multiplied by quantity transferred in.
Extended price-1 shp	Unit price-1 (from entry location) multiplied by quantity transferred out.
F.O.B.	Entered F.O.B.
First Colour/size flg	Y when first Colour/size line is printed in list format; facilitates printing of headers one time only.
From location	Transfer-out location code.
From loc locate code	Item location code from Status file for transfer-out location.
From loc max qty	Maximum quantity to be on hand at the transfer-out location,

	from Status file.
From loc reorder lev	Reorder level at the transfer-out location, from Status file.
Inv trx created flag	Y = inventory transfer transaction created for line item.
Item alt unit 1	Alternate unit 1 from Item file.
Item alt unit 1 conv	Conversion factor for alternate unit of measure 1.
Item alt unit 2	Alternate unit 2 from Item file.
Item alt unit 2 conv	Conversion factor for alternate unit of measure 2.
Item bar code	First bar code for item from Keyword file.
Item B/O code	B/O code from Item file.
Item category	Category from Item file.
Item cost - average	Item average cost from Status file.
Item cost - base	Item base cost from Status file.
Item cost - rplcmnt	Item replacement cost from Status file.
Item cost - standard	Item standard cost from Status file.
Item description 1 - 3	Item description lines 1, 2 and 3.
Item description all	All 3 lines of the item description.
Item factor code	Factor code from the item record
Item factor cost	Calculated unit cost after the factor has been applied
Item factor %	Total factor code % applied to the base item cost
Item inv acct	Item inventory main account, from Item file.
Item inv acct sect.	Section of the item inventory account, from Item file (blank if Company file set up for single section).
Item lead days	Number of lead days required by vendor, from Item file.
Item location code	Item location code from Status file.
Item max qty	Maximum quantity to be on hand from Status file.

Item min order qty	Vendor's minimum order quantity from Item file.
Item number	P.O. line item number.
Item price 1 - 9	Price-1 - 9 from Item file.
Item pricing unit	Pricing unit from Item file.
Item prime vendor	Vendor from Item file.
Item profit center	Item profit center, from Item file or I/C Control file (depending on setting for "Assign profit centers to items ?" in I/C Control file). Blank if not using profit centers.
Item qty committed	Quantity committed from the Status file.
Item qty on hand	Quantity on hand from the Status file.
Item qty on order	Quantity on order from the Status file.
Item qty on B/O	Quantity on back order from the Status file.
Item qty on W/O	Quantity on work order from the Status file.
Item reorder level	Reorder level from Status file.
Item stocking unit	Stocking unit from Item file.
Item sub-category	Item sub-category from Item file.
Item tracked flag	Y = serialized, lot-controlled, or gridded item, N = not serialized, lot-controlled, or gridded.
Item tracking method	A = always serial, S = sometimes serial, B = lot balance, D = lot detail, G = gridded, N or blank = normal.
Item vendor item no	Vendor product number from Item file.
Landed cost	Unit cost plus the unit's portion of the miscellaneous charges included in inventory.
Line number	Line number of item on P.O.
Location	P.O. location code.
Location group ID	ID of location group used for an allocated P.O.

Lot number	Lot number.
Lot number literal	Literal printed on first lot number line.
Lot no. reference	Lot number reference text.
Lot quantity	Lot quantity.
Misc charge amt	Portion of miscellaneous charges included in inventory for the item.
Orig qty ordered	Quantity originally ordered, expressed in stocking units.
Orig qty ordered/ven	Quantity originally ordered, expressed in vendor units, if conversion factor is not zero and vendor unit is not blank.
P.O. number	P.O. number.
P.O. number-main	Original portion of a reissued P.O. number, to the left of the "/".
P.O. number-suffix	The reissue number portion of a reissued P.O. number, including the "/" and numbers to its right.
P.O. date	Entered P.O. date.
P.O. day	Numeric day of month within P.O. date.
P.O. month	Numeric month within P.O. date.
P.O. month name	Name of month within P.O. date.
P.O. year	Year within P.O. date.
Price-1 at from loc	Price-1 at the transfer-out location, from Item or Price file.
Qty on B/O	Quantity on backorder, expressed in stocking units.
Qty on B/O/ven	Quantity on backorder, expressed in vendor's unit, if conversion factor is not zero and vendor unit is not blank.
Qty ordered	Quantity ordered, expressed in stocking units.
Qty ordered/alt1	Quantity ordered, expressed in alternative unit of measure 1.
Qty ordered/alt2	Quantity ordered, expressed in alternative unit of measure 2.
Qty ordered/ven	Quantity ordered, expressed in vendor's unit from Vendor Item

file, if conversion factor is not zero and vendor unit is not blank.

Qty ord/alt1 whole Quantity ordered, expressed in whole numbers when converted into alternate unit 1 from the Item file. For example, if the stocking unit is EACH and the alternate unit is a case with a conversion of 24 and you purchase 36 EACH's, the converted value works out to 1.5. This field will then come out as 1.

Qty ord/alt1 remain This field works the same as the previous except that it will print the stocking unit value quantity left over from the conversion. Using the same example as above, it will print out 12.

These two fields are quite useful when you want to print out something like 1 CASE and 12 EACH.

Qty ord/alt2 whole See *Qty ord/alt1 whole* above.

Qty ord/alt2 remain See *Qty ord/alt2 remain* above.

Qty received Quantity to be received on a P.O. or a transfer-in, expressed in stocking units.

Qty received/alt1 Quantity to be received on a P.O. or a transfer-in, expressed in the alternate unit of measure 1.

Qty received/alt2 Quantity to be received on a P.O. or a transfer-in, expressed in the alternate unit of measure 2.

Qty received/ven Quantity to be received, expressed in vendor's unit from Vendor Item file, if conversion factor is not zero and vendor unit is not blank.

Qty shipped Quantity to be transferred out, expressed in stocking units.

Qty suggested Suggested order quantity, expressed in stocking units.

Qty suggested/ven Suggested order quantity, expressed in vendor's unit from Vendor Item file, if conversion factor is not zero and vendor unit is not blank.

Qty prev rec Quantity previously received, expressed in stocking units.

Qty prev rec/ven Quantity previously received, expressed in vendor's unit from Vendor Item file, if conversion factor is not zero and vendor unit is not blank.

Qty variance	Difference between quantity shipped and received on a transfer, expressed in stocking units.
Receiver number	Entered receiver number.
Receiving date	Entered receiving date.
Reconciliation flag	Reconciliation status of transfer line item: (Blank) = matched, 1 = transfer as shipped and ignore variance, 2 = transfer as shipped and charge variance to to-location, 3 = transfer as received and ignore variance, 4 = transfer as received and charge variance to from-location, * = unreconciled.
Record type	Type of record: O = purchase order, P = purchase request, R = transfer request, and T = open transfer.
Reissue flag	Y = the P.O is reissued (with a /99 ending), N = the P.O. is not reissued.
Serial number	Serial number.
Serial no. literal	Literal printed on first serial number line.
Serial no. reference	Serial number reference text.
Ship-via	Ship via description.
Size	Name of the individual size (e.g., SMALL).
Size component	Size component (Z) of the Colour/size bar code.
Size tag	Heading name of the sizes (e.g., SIZE).
Special message 1 - 3	Special message lines 1 through 3.
Status cost -average	Unit average cost from Status file.
Status cost -base	Unit base cost from Status file.
Status cost -rplcmnt	Unit replacement cost from Status file.
Status cost -standard	Unit standard cost from Status file.
Status qty committed	Quantity committed from Status file.
Status qty on hand	Quantity on hand from Status file.

Status qty on order	Quantity on order from Status file.
Status qty on B/O	Quantity on B/O from Status file.
Status qty on W/O	Quantity on W/O from Status file.
System date	System date.
System day	Numeric day within system date.
System month	Numeric month within system date.
System month name	Name of month within system date.
System year	Year within system date.
System time	System time.
System hours/12	Hour within system time, expressed as 12-hour clock.
System hours/24	Hour within system time, expressed as 24-hour clock.
System minutes	Minutes within system time.
System seconds	Seconds within system time.
Terms	Entered terms.
Text '*****...'	A string of asterisks.
Text '-----...'	A string of dashes.
Text '____...'	A string of underscores.
Transfer number	Entered transfer number.
Transfer status	Status of transfer: (Blank) = transfer request or transfer out, I = transfer in, A = full receipt acknowledged, E = receipt acknowledged with exceptions, R = reconciled.
Unit cost	Ordered item unit cost.
User defined fields	from the Line Items Field select "Item UDF value scr", "Item UDF code desc", or "Item UDF title scr" followed by the number.
Vend-item	

comment 1 - 3	Entered comment lines 1 through 3 from Vendor Item file. Blank if not using vendor items.
Vend-item desc 1 - 3	Vendor's description lines 1 - 3 from Vendor Item file. Blank if not using vendor items.
Vend-item lead days	Number of lead days required by vendor from Vendor Item file. Zero if not using vendor items.
Vend-item min order	Vendor's minimum order quantity from Vendor Item file. Zero if not using vendor items.
Vend-item price	Vendor's price from Vendor Item file per item stocking unit. Zero if not using vendor items.
Vend-item price/ven	Vendor's price per vendor's unit from Vendor Item file. Zero if not using vendor items.
Vend-item vend prod#	Vendor's product number from Vendor Item file. Blank if not using vendor items.
Vendor name	Order vendor name. Entered as line 1.
Vendor address (1 - 3)	P.O. vendor address lin. Entered as line 2.
Vendor contact 1 & 2	Vendor contact 1 and 2 from Vendor file.
Vendor cutoff days	Vendor cutoff day for proximo terms from A/P Vendor file. Blank if not using A/P.
Vendor dist act-main	Vendor default distribution main account, from Vendor file (zeroes, if not using A/P).
Vendor dist act-sub	Vendor default distribution sub-account, from Vendor file (zeroes, if not using A/P; blank if Company file "Sub-account size" = 0).
Vendor number	Vendor number as entered in P.O.
Vendor payment group	Vendor payment group from A/P Vendor file. Blank if not using A/P.
Vendor phone 1 & 2	Vendor contact phone 1 and 2 from Vendor file.
Vendor reference-#	Vendor reference number from A/P Vendor file. Blank if not using A/P.

Vendor type	Vendor type from A/P Vendor file. Blank if not using A/P.
Vendor unit	Purchase unit from Vendor Item file. Blank if not using vendor items.
Volume in M	Total volume ordered in cubic metres.
Volume in FT	Total volume ordered in cubic feet.
Volume in YD	Total volume ordered in cubic yards.
Volume receive in M	Total volume received in cubic metres.
Volume receive in FT	Total volume received in cubic feet.
Volume receive in YD	Total volume received in cubic yards.
Weight in LB	Total weight ordered in pounds.
Weight in KG	Total weight ordered in kilograms.
Weight receive in LB	Total weight received in pounds.
Weight receive in KG	Total weight received in kilograms.



Chapter 7

Calendars

Use this selection to enter and maintain information about your merchandising calendar.

A calendar allows you to define a "year" along with its seasons, months and weeks. This calendar is used to group sales into analysis periods on merchandising reports.

You should define at least three calendars: one for the current year, one for "last year", and one for "next year".

A list of calendars can be printed.

To Begin

Select *Calendars* from the *Setup* menu on page 2 of the P/A main menu.

Entering Calendars

A screen then appears. When all fields are completed, you see a screen similar to this:

Setup Acme Enterprises Inc.

Calendars (Enter)

<p>* 1. Year ID <input type="text" value="2020"/></p> <p>2. Year starting date <input type="text" value="1/01/20"/></p> <p>3. Year ending date <input type="text" value="12/31/20"/></p> <p>4. Year ID last year <input type="text" value="None"/></p> <p>5. Year ID next year <input type="text" value="None"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">End-date</th> </tr> </thead> <tbody> <tr><td>7. Months (1)</td><td>Jan</td><td>1/31/20</td></tr> <tr><td>(2)</td><td>Feb</td><td>2/29/20</td></tr> <tr><td>(3)</td><td>Mar</td><td>3/31/20</td></tr> <tr><td>(4)</td><td>Apr</td><td>4/30/20</td></tr> <tr><td>(5)</td><td>May</td><td>5/31/20</td></tr> <tr><td>(6)</td><td>Jun</td><td>6/30/20</td></tr> <tr><td>(7)</td><td>Jul</td><td>7/31/20</td></tr> <tr><td>(8)</td><td>Aug</td><td>8/31/20</td></tr> <tr><td>(9)</td><td>Sep</td><td>9/30/20</td></tr> <tr><td>(10)</td><td>Oct</td><td>10/31/20</td></tr> <tr><td>(11)</td><td>Nov</td><td>11/30/20</td></tr> <tr><td>(12)</td><td>Dec</td><td>12/31/20</td></tr> <tr><td>(13)</td><td></td><td></td></tr> </tbody> </table>		Name	End-date	7. Months (1)	Jan	1/31/20	(2)	Feb	2/29/20	(3)	Mar	3/31/20	(4)	Apr	4/30/20	(5)	May	5/31/20	(6)	Jun	6/30/20	(7)	Jul	7/31/20	(8)	Aug	8/31/20	(9)	Sep	9/30/20	(10)	Oct	10/31/20	(11)	Nov	11/30/20	(12)	Dec	12/31/20	(13)		
	Name	End-date																																									
7. Months (1)	Jan	1/31/20																																									
(2)	Feb	2/29/20																																									
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(10)	Oct	10/31/20																																									
(11)	Nov	11/30/20																																									
(12)	Dec	12/31/20																																									
(13)																																											

	Name	End-date
6. Seasons (1)	QTR1	3/31/20
(2)	QTR2	6/30/20
(3)	QTR3	9/30/20
(4)	QTR4	12/31/20
(5)		
(6)		

Make changes, F1 = next calendar, F3 = delete
Field number to change ?

From this screen, you can work with both new and existing calendars. If a calendar has already been entered for the year ID you specify, it appears and is available for changes or deletion.

Enter the information as follows:

*Year ID

Enter a calendar identifier, or F1 to scan through the calendars on file.

For the current year's calendar, use the same ID as was specified for "Current year" in *P/A Control information*.

Year starting date

Enter the starting date of this calendar year.

Year ending date

Enter the ending date of this calendar year.

Year ID last year

Enter the calendar identifier for the year prior to this one. If the specified calendar has not yet been defined, "*** Not on file ***" is displayed.

Year ID next year

Enter the calendar identifier for the year following this one. If the specified calendar has not yet been defined, "*** Not on file ***" is displayed.

Seasons: Name / End-date

Enter the name and ending date for up to six seasons for the year. The first season starts with the first day of the year, and each subsequent season starts with the day after the ending date of the previous season. The ending date of the last season must be the last day of the year.

Months: Name / End-date

Enter the name and ending date for up to 13 months for the year. If the last day of the calendar year is also the last day of an actual month, you can press F1 to default to standard calendar month names and ending dates.

If you press F1, you are asked to enter the ending date for the first month. Press ENTER to default to the ending date of the first calendar month. After the ending date for the first month is entered, the month names and dates for the entire year are generated.

The first month starts with the first day of the calendar year, and each subsequent month starts with the day after the ending date of the previous month. The ending date of the last month must be the last day of the calendar year.

A second screen then appears. After all fields are completed, you see a screen similar to this:

Setup

Acme Enterprises Inc.

Calendars

	Name	End-date		Name	End-date		Name	End-date	
8. Weeks	(1)	01/07	1/07/20	(19)	05/12	5/12/20	(37)	09/15	9/15/20
	(2)	01/14	1/14/20	(20)	05/19	5/19/20	(38)	09/22	9/22/20
	(3)	01/21	1/21/20	(21)	05/26	5/26/20	(39)	09/29	9/29/20
	(4)	01/28	1/28/20	(22)	06/02	6/02/20	(40)	10/06	10/06/20
	(5)	02/04	2/04/20	(23)	06/09	6/09/20	(41)	10/13	10/13/20
	(6)	02/11	2/11/20	(24)	06/16	6/16/20	(42)	10/20	10/20/20
	(7)	02/18	2/18/20	(25)	06/23	6/23/20	(43)	10/27	10/27/20
	(8)	02/25	2/25/20	(26)	06/30	6/30/20	(44)	11/03	11/03/20
	(9)	03/03	3/03/20	(27)	07/07	7/07/20	(45)	11/10	11/10/20
	(10)	03/10	3/10/20	(28)	07/14	7/14/20	(46)	11/17	11/17/20
	(11)	03/17	3/17/20	(29)	07/21	7/21/20	(47)	11/24	11/24/20
	(12)	03/24	3/24/20	(30)	07/28	7/28/20	(48)	12/01	12/01/20
	(13)	03/31	3/31/20	(31)	08/04	8/04/20	(49)	12/08	12/08/20
	(14)	04/07	4/07/20	(32)	08/11	8/11/20	(50)	12/15	12/15/20
	(15)	04/14	4/14/20	(33)	08/18	8/18/20	(51)	12/22	12/22/20
	(16)	04/21	4/21/20	(34)	08/25	8/25/20	(52)	12/29	12/29/20
	(17)	04/28	4/28/20	(35)	09/01	9/01/20	(53)	12/31	12/31/20
	(18)	05/05	5/05/20	(36)	09/08	9/08/20	(54)		

Field number to change ? ☐

Weeks: Name / End-date

Enter the name and ending date for up to 54 weeks for the year, or F1 to default to standard 7-day weeks.

If you press F1, you are asked to enter the ending date of the first week. Press ENTER to default to the seventh day of the year. After the ending date is entered, specify if names should appear in (D)ate format ("01/07") or (N)umber format ("Wk-01"). The week names and dates for the entire year are then generated.

The first week starts with the first day of the year, and each subsequent week starts with the day after the ending date of the previous week. The ending date of the last week must be the last day of the year.

At the end of the current calendar reporting year, you will need to set up a new "Next year" calendar. In addition, you should change the entry for "Current year" in P/A *Control information* to the new reporting year.

Printing a List of Calendars

Select *Print* from the *Calendars* menu.

On the screen that appears, enter the following:

Starting calendar ID

Ending calendar ID

Enter the range of calendar ID's to print on the list. Follow the screen instructions.



Chapter 8

Vendors

Use this selection to enter and maintain information about your vendors.

If you are using Accounts Payable, you **must** enter vendor information through A/P *Vendors* selection.

A list of vendors can be printed in P/A in order by vendor number or vendor name.

To Begin

Select *Vendors* from the *Setup* menu on page 2 of the P/A main menu.

Entering Vendors

A screen then appears. When all fields are completed, you see a screen similar to this:

Setup Acme Enterprises Inc.

Vendors (Enter)

* 1. Vendor #

2. Name

3. Address 1

4. Address 2

5. Address 3

6. Contact 1 Phone

7. Contact 2 Phone

8. Fax

Field number to change ?

From this screen, you can work with both new and existing vendors. If a vendor has already been entered for the vendor number you specify, it appears and is available for changes or deletion.

Enter the information as follows:

Vendor

Enter a vendor number, F1 to scan through the vendors on file, or press ENTER to leave the vendor number blank to enter the name of an existing vendor instead of a vendor number.

Name

Enter the vendor's company name.

This is the vendor name that will appear on purchase orders and on various reports

Address 1 - 3

Enter the address lines for the vendor.

Contact 1

Enter the primary contact person for this vendor.

Phone

Enter the phone number for "Contact 1." The contact name and phone number are printed on reports.

Contact 2

Enter a second contact person, office, or "FAX" for this vendor.

Phone

Enter the phone number for "Contact 2."

Fax

Enter the fax number for the vendor.

When at the "*Field number to change ?*" prompt you can press F6 to enter in additional notes for this vendor.

Printing a List of Vendors

Select *Print* from the *Vendors* menu. On the screen that appears, enter the following:

Print in order by

Enter V to print in order by vendor number, or enter N to print in order by vendor name.

Starting vendor # (name)

Ending vendor # (name)

Enter the range of vendor numbers (or names, depending on your choice in field 1) to print on the list. Follow the screen instructions.



Chapter 9

Vendor Items

Use this selection to enter and maintain information about the items you purchase from vendors.

If you specified in *P/A Control information* that you are not using vendor items, you may skip this chapter, as you will be unable to use this selection.

You may set up an unlimited number of vendors for an item. Likewise you may also set up an unlimited number of items for a vendor. Information is retained for each unique combination of vendor and item. This information is available to you when you enter a purchase request. You are not required to set up in advance any vendor/item combinations. Vendor item records are automatically created and/or updated when purchase requests are posted.

To Begin

Select *Vendor items* from the *Setup* menu on page 2 of the P/A main menu.

Entering Vendor items

A screen then appears. When all fields are completed, you see a screen similar to this:

Setup Acme Enterprises Inc.

Vendor items (Enter)

*1. Vendor number

*2. Item number

*3. Vendor item #

4. Factor code

5. Vendor's desc

6. Purchase unit

7. Min order qty

8. Lead time

9. Mfg #

10. Prime vendor ?

11. Current cost

12. Comments

F1 = next vendor item F2 = next vendor blank = look up by name
F5 = item vendor mode

From this screen, you can work with both new and existing vendor/items. If a vendor/item has already been entered for the vendor number and item number combination you specify, it appears and is available for changes or deletion.

Vendor/item records can be entered or displayed in either vendor/item mode (the default) or item/vendor mode. In vendor/item mode, you first specify the vendor and then the item. In item/vendor mode, you first specify the item and then the vendor.

In vendor/item mode, enter the information as follows:

Vendor number

Enter a vendor number, or use one of the options:

- | | |
|-------|--|
| F1 | To scan through the vendor/items on file |
| F2 | To scan through the vendors on file |
| BLANK | Leave the vendor number blank to enter the name of an existing vendor instead of a vendor number |
| F5 | To switch to the item/vendor mode |

If you specify a vendor number that is not on file, a warning is displayed, and "**** Not on file ****" appears in place of the vendor's name.

Item number

Enter an item number, or use one of the options:

- | | |
|-------|--|
| F1 | To scan through the vendor/items on file that match the vendor already entered |
| F2 | To scan through the items on file |
| BLANK | Leave the item number blank to enter the description of an existing item instead of an item number |

If you specify an item number that is not on file, a warning is displayed, and "**** Not on file ****" appears in place of the item's description.

If you pressed F5 at "Vendor number" to switch to item/vendor mode, field numbers 1 and 2 display as follows:

Item number

Enter an item number, or use one of the options:

- | | |
|-------|--|
| F1 | To scan through the vendor/items on file |
| F2 | To scan through the items on file |
| BLANK | Leave the item number blank to enter the description of an existing item instead of an item number |
| F5 | To switch to the vendor/item mode |

If you specify an item number that is not on file, a warning is displayed, and "**** Not on file ****" appears in place of the item's description.

Vendor number

Enter a vendor number, or use one of the options:

- | | |
|-------|--|
| F1 | To scan through the vendor/items on file that match the item already entered |
| F2 | To scan through the vendors on file |
| BLANK | Leave the vendor number blank to enter the name of an existing vendor instead of a vendor number |

If you specify a vendor number that is not on file, a warning is displayed, and "**** Not

on file ****" appears in place of the vendor's name.

In both vendor/item and item/vendor modes, the other fields display as follows:

Vendor item #

Enter the item number or product number that the vendor uses for this item, ENTER to use the vendor product number from the Item file (if this is the same vendor as the prime vendor in the Item file), or F1 To use the same item number entered in field number 2 (or field number 1)

Factor code

Enter a factor code that applies to this item purchased from this vendor. When receiving this item from this vendor, this factor code will be applied to the item transaction passed through to inventory.

Vendor's desc

Enter the item description that the vendor uses for this item, or press F1 to use the item description from the Item file.

Purchase unit

Enter the unit of measure (for example, EACH, DOZ, CASE, GAL, etc.) in which you purchase the item from the vendor, press ENTER to use the vendors selling unit from the Item file (if this is the prime vendor), or F1 to use the item's stocking unit.

If the stocking unit and the purchase unit are not the same, an additional field appears:

[stocking units] per [purchase unit]

Enter the number of stocking units in a purchase unit, or press ENTER to use the displayed default value, if the purchase unit matches one of the item's alternate units.

For example, if your stocking unit is EACH and the purchase unit is DOZ (dozen), then you would enter 12.

Min order qty

Enter the minimum order quantity (in purchase units) this vendor will accept for the item, or press ENTER to use the minimum order quantity from the Item file, if this is the prime vendor and the purchase unit is the same as the vendor's selling unit in the Item file.

Lead time

This field is for the usual time (in days) that this vendor requires to fill your order for this item. If you are not sure how long the lead time is, press ENTER. Enter the lead time in days, or press ENTER to use the lead time from the Item file, if this is the prime vendor and the purchase unit is the same as the vendor's selling unit in the Item file.

Prime vendor ?

This field displays "Y" if the vendor is the same as the prime vendor in the Item file or "N" if the vendors are different. Press ENTER to accept the default response.

You can make this vendor the item's prime vendor by entering Y here. If you enter Y, the item's record in the Item file will be changed to include the vendor number, vendor product number, minimum order quantity, selling unit, and lead time from this vendor/item record.

You can clear this vendor from the Item record by entering N here. The vendor number, vendor product number, minimum order quantity, selling unit, and lead time in the Item record will be cleared. You may wish to designate another vendor as this item's prime vendor.

Current cost

Enter the amount you are charged by the vendor per stocking unit, press F1 to use the replacement cost from the Item file, or F2 to enter the cost per purchase unit, if the stocking unit and the purchase unit are different.

If you press F2 and then enter the cost per purchase unit, the cost per stocking unit then will be automatically calculated and displayed. The cost per stocking unit is used by all P/A programs when computing item costs.

Current cost is not updated by the system.

Comments

Enter any comments you wish, or press ENTER to leave a comment line blank.

Existing Vendor Items

If you display an existing vendor/item record, additional information appears, as shown below:

Setup Acme Enterprises Inc.

Vendor items (Enter)

*1. Vendor number	800	Hanson Manufacturing Co.	
*2. Item number	5	Chisel, 5 Pc. Set	Stock unit EACH
*3. Vendor item #	000000000000005	Search	
4. Factor code	"none"		
5. Vendor's desc	Chisel Set - 5 pieces		
	Wooden handles		
6. Purchase unit	EACH		
7. Min order qty	10.00	EACH	
8. Lead time			
9. Mfg #			
10. Prime vendor ?	N		
11. Current cost	9.95	EACH	
12. Comments			

Last Purchase Order Info

Last P.O.#	131
Buyer	A. Jones
Order date	4/07/20
Date received	5/26/20
Qty received	50,356.00
Cost per EACH	6.58

Prime Vendor Info

Vend	1000
Name	Reynolds Tool Company
Cost	8.23500 EACH

Make changes, F1 = next vendor item, F3 = delete
Field number to change ? 1

Last Purchase Order Info

The Last Purchase Order Info is always displayed for an existing vendor/item record. If at least one purchase order has been posted, the purchase order number, buyer, order date, and cost per stocking unit are shown. When more than one posted purchase order exists for the vendor/item combination, information is shown for the most current purchase order by order date.

When receivings have been made for this purchase order, the date received, quantity received, and cost per stocking unit are also shown. If the "last" purchase order was cancelled, the words "P.O. was cancelled" are shown to inform you of the status.

Prime Vendor Info

The Prime Vendor Info shows information about the prime vendor for this item, and appears only if this is not the prime vendor. If a vendor/item record exists for the prime vendor, the current cost from that record is also shown.

Printing a List of Vendor/Items

Select *Print* from the *Vendor items* menu.

On the screen that appears, enter the following:

Starting vendor #

Ending vendor #

Specify the range of vendor numbers to include. Follow the screen instructions.

Starting item #

Ending item #

Specify the range of item numbers to include. Follow the screen instructions.

Category

Enter a product category to include only items of this category, or press F1 For "All" product categories.

Sub-category

Enter a product sub-category to include only items of this sub-category, or press F1 for "All" product sub-categories.

Print in order by

Enter V to print in vendor/item order, or enter I to print in item/vendor order.

Report format

Enter F to print in full format, or enter B to print in brief format.

When printed in order by vendor/item, the vendor number and name for each vendor is followed by the item number and description for every item supplied by that vendor.

When printed in order by item/vendor, the item number and description, category and sub-category are shown for each item, followed by the vendor number and name for every vendor supplying that item.

The brief format of the report shows the vendor product number, the stocking and purchase units, the minimum order quantity, and the current cost for each vendor/item.

The full format report also includes the number of lead days required by the vendor and information about the last order for the vendor/item.

Additional lines of item description and comments may be optionally printed.

Print 2nd, 3rd line of item description ?

Answer Y to print all description lines, or answer N to print only description line one.

If you selected to print a brief report in order by item/vendor, "(Not applicable)" appears for this field and an entry is not allowed.

If you specified to print a Full report format, an additional field appears:

Print comments ?

Answer Y to print comments from the vendor/item records, or answer N.



Chapter 10

Location Groups

Use this selection to enter and maintain information about your location groups.

A location group is a list of one or more locations (warehouses) that you choose to associate for purposes of reporting, ordering, or taking markdowns.

If you specified in *I/C Control information* that you are not using multiple warehouses, you may skip this chapter, as you will be unable to use this selection.

To Begin

Select *Location groups (Enter)* from the *Setup* menu on page 2 of the P/A main menu.

Entering Location Groups

When a location group has been specified, you see a screen similar to this:

Setup
Acme Enterprises Inc.

Location groups (Enter)

* 1. Group ID

2. Description

Locations	3.	19.	35.
	4.	20.	36.
	5.	21.	37.
	6.	22.	38.
	7.	23.	39.
	8.	24.	40.
	9.	25.	41.
	10.	26.	42.
	11.	27.	43.
	12.	28.	44.
	13.	29.	45.
	14.	30.	46.
	15.	31.	47.
	16.	32.	48.
	17.	33.	49.
	18.	34.	50.

F1 = next location group

From this screen, you can work with both new and existing location groups. If a location group has already been entered for the group ID you specify, it appears and is available for changes or deletion.

Enter the information as follows:

Group ID

Enter a group identifier, or press F1 to scan through the location groups on file.

Description

Enter the description you wish to use for this location group.

3 - 50. Locations

Enter up to 48 locations in this group. Each location must exist in the I/C Warehouse file. If you wish to specify the "Central" location, it must be entered as the first location (field number 3). Other locations may be specified in any order.

When you have entered all the locations in this group, press ENTER at a blank field to end location entry.

Printing a List of Location Groups

Select *Location groups (Print)* from the *Setup* menu on page 2 of the P/A main menu.

On the screen that appears, enter the following:

Starting group ID

Ending group ID

Specify the range of location groups to include. Follow the screen instructions.



Chapter 11

User Defined Fields

User-defined fields provide the opportunity to add more information to your purchase orders. This information can then be printed on the purchase order, or viewed at any time.

In *Purchase requests » Enter*, user-defined fields appear on a third entry screen (See the chapter titled *Purchase Requests*). You can view these fields at anytime by using the *View » Open P.O.'s* or *View » Received P.O. history* functions.

Note: This menu option only appears if you answer *Y to the Use user defined fields ?* question in *Setup » Control information*.

To Begin

From page 2 of the P/A menu, select *Setup» User defined fields » Enter*.
The following screen appears:

Setup					Acme Enterprises Inc.				
User defined fields (Enter)									
Field	Title	Key?	Type	Length	Field	Title	Key?	Type	Length
1.	(unused)				16.	(unused)			
2.	(unused)				17.	(unused)			
3.	(unused)				18.	(unused)			
4.	(unused)				19.	(unused)			
5.	(unused)				20.	(unused)			
6.	(unused)				21.	(unused)			
7.	(unused)				22.	(unused)			
8.	(unused)				23.	(unused)			
9.	(unused)				24.	(unused)			
10.	(unused)				25.	(unused)			
11.	(unused)				26.	(unused)			
12.	(unused)				27.	(unused)			
13.	(unused)				28.	(unused)			
14.	(unused)				29.	(unused)			
15.	(unused)				30.	(unused)			

Field number to change ?

P/A supports 3 different types of user defined fields - literal, date, and code:

Literal fields are used to enter in free form text (up to 50 characters). They can be used for such things as your Vendor's e-mail addresses, other contacts, etc.

Date fields are used for entering dates.

Code fields allow you to set up a table of valid codes with a corresponding description. For example, you may want to have a user defined field for identifying the product category this vendor supplies you with. You could then set up a table of category codes to select from when entering data for your Vendors.

Field title

Provide a description for this field or press **[Enter]** if you are finished.

Type

Enter one of the following options to identify the type of field this is:

- C** Code field; used where a table of valid entries will be needed.
- D** Date field (cannot be a key field)
- L** Literal field; for the entry of free form text

Length

(This will default to 6 for date fields and 3 for code fields, and cannot be changed.)

For literal fields enter the maximum number of characters to allow when entering data.

If you are setting up a code type field a window (similar to the one below) will appear for you to set up your table of valid codes.

In the window displayed enter the following:

Value

Enter a unique 3 character code ID or use one of the following options:

Options:	[Tab]	Exit from this window
	[Enter]	Change the selected code
	[F2]	Begin adding new codes
	[F3]	Delete the selected code

Description

Enter a description for the code.

Format: 25 characters

Important Note: This is the only place where codes can be maintained. If you want to add a new code for a user defined field, select the field and press **[Enter]** until the table window is displayed.

Deleting Fields

To delete an entire user defined field, select the field you no longer want available, delete the title, and press **[Enter]**. You will be asked if it's OK to delete the field.

Printing a List

From the second page of the P/A menu select *Setup / User defined fields / Print*.



Chapter 12

Purchase Requests

Use this selection to enter new purchase requests or to change purchase requests previously entered or created. When a purchase request is finalized, it is posted and becomes a purchase order (P.O.).

You can also use this selection to create a replacement purchase request for an existing P.O., and change its contents prior to reissuing the P.O.

If you are using multi-warehousing, you can prepare a single "allocated" purchase request for multiple locations. On the allocated purchase order, you can request delivery to multiple locations or delivery to one location for later transfer to multiple locations. If you have specified in the P/A Control file to use multi-location purchasing, and you are also creating "allocated" P.O.'s for delivery to one location, you must also specify in the P/A Control file to use multi-location transfers.

An edit list of purchase requests can be printed for review purposes. You may then post the purchase requests to create purchase orders.

At the time the requests are posted, you have the option to print a purchase order (or create a text file for electronic ordering).

If you specified in *P/A Control information* that you are using multi-location purchasing, your choices in *Purchase requests* are limited by your entry for "Purchasing authority" in *P/A Control information*. If your satellite location has no purchasing authority ("None"), you are not able to enter, change, or create purchase requests. If your authority is "purchase requests only", you can enter, change, and create purchase requests, but only your Hub location can finalize them into purchase orders. If your authority is "purchase orders", you may finalize the purchase orders at the satellite location. See Chapter 20 titled *Multi-location Purchasing and Transfers* for more details.

To Begin

Select *Enter* from the *Purchase requests* menu.

Entering Purchase Requests

A screen then appears. When all entries are complete, you see a screen similar to this:

Purchase requests Acme Enterprises Inc.

Enter

* 1. P.O.# 166

* 2. Vendor SAMCO Samco Software Inc.

* 3. Location Central Central

* 4. Order date 5/15/20

5. Delivery date

6. Cancel date

7. Vendor adrs-# #61 7789 - 134th Street
Surrey, BC
V3W 9E9

8. Buyer A. Jones

9. Ship-via UPS-Ground

10. F.O.B. Vancouver

11. Terms

12. Special msg

Enter the information as follows:

? * 1. P.O.#

Enter the P.O. number, or use one of the options:

- Options:** [F1] to find the next purchase request. If one exists, you may change the information as described below.
- [F2] to use the next P.O. number, if one has been specified in the P/A Control file
- [F5] to find existing purchase requests for a specific vendor

If you press [F5], you can enter a vendor number or use one of the options:

- Options:** [F1] to scan through the vendors in the Vendor file

BLANK to look up the vendor by name

Format: 15 characters

If you intend to make this an "allocated" purchase request, do not enter a P.O. number longer than 12 characters. You will be prevented from creating an allocated purchase request at the "Location" field or copying an allocated P.O. at the "Delivery date" field if the P.O. number is longer than 12 characters.

If the P.O. you enter has already been entered and posted, you are informed that a posted P.O. is already on file and asked if you want to reissue this P.O. Answer N, and the number will be cleared so that you can enter another P.O. number. If you answer Y, you are warned that the P.O. (for example, 101) will be cancelled and a new one (for example 101/01) will be created.

If you confirm that you want to proceed with the reissue, a new purchase request is created with the ordered quantities of the original, and the original is cancelled. You are free to change the ordered quantities, to remove or add items, or make changes as you would on any purchase request.

Reissued P.O.'s always end with "/" and two numbers. If you reissue P.O. 100/01, it becomes 100/02, and so on up to 100/99. No P.O.# with more than 12 characters (except reissued numbers) can be reissued.

Reissuing P.O.'s can appear to move your P.O.'s "out of sequence". If your original P.O. number is numeric (all numbers) the addition of the "/" character will change the P.O. to alphabetic. In Purchasing Plus, all numeric P.O. numbers come before all alphabetic P.O. numbers. So, for example, if P.O. 100 were reissued as described above, you could no longer find it on a report between 99 and 101. Instead, it would appear after all numeric P.O.'s.

? * 2. Vendor

Enter the vendor number, or use one of the options:

Options: [F1] to scan through the vendors in the Vendor file

BLANK to look up the vendor by name

Format: 6 characters

Adding a New Vendor

If you enter a vendor number that is not on file, you are asked if you wish to add the vendor. If you answer [Y], a screen similar to that shown in *P/A Setup (Vendors)* appears for you to enter the vendor information. When completed adding the new vendor, you may continue entry of the purchase request.

? * 3. Location

(This field appears only if you specified the use of multi-warehousing in I/C *Control information*.)

For an existing request, the location code is displayed and change is not allowed.

For a new request, enter the location (warehouse) code for which this purchase request is being entered, or use one of the options:

Options: **ENTER** For the "Central" location

[F2] To enter a "Location group" for an allocated purchase request

NOTE: If you intend to copy a previously entered allocated purchase request or purchase order (**[F5]** at "Delivery date"), do not enter the location group here. Instead, if you are copying a merged allocated P.O., enter the ship-to location for "Location". If you are copying a separate allocated P.O., enter any location.

Format: 2 characters

If you press **[F2]** at "Location" to enter a new allocated purchase request, the field changes to:

[?] Location group

Enter the location group that contains the locations to which this P.O. is to be allocated, or use one of the options:

Options: **[F1]** to scan through the location groups on file

[F2] to enter "Location" for an unallocated purchase request

Format: 5 characters

If you enter a location group, you are asked if you wish the allocated purchase order to be separate or merged.

Enter **[S]**, for separate, if you wish a separate purchase order to be created for each location when the purchase request is posted. You would specify *Separate* if the vendor is to deliver the merchandise directly to each location.

Enter **[M]**, for merged, if purchases for all locations are to be merged into a single purchase order. In this case, delivery is to be made to a single location (specified in the next field). After delivery, the merchandise will be transferred to the other locations.

If you enter **[M]** for merged, another field appears to the right:

? Ship-to loc

Enter the location (warehouse) code to which the goods are to be shipped, or use the option:

Option: **ENTER** For the "Central" location

Format: 2 characters

If this is a "drop-ship" P.O., the goods will be shipped to the drop-ship address. The "ship-to loc" is used for reporting purposes only.

*4. Order date

Enter the date to be assigned as the purchase order date, or use one of the options:

Options: **[F1]** to use the current date

ENTER to use the last purchase order date entered

Format: MMDDYY

5. Delivery date

Enter the date on which the order is scheduled to be delivered, or use one of the options:

Options: **[F1]** to use the last delivery date entered

[F5] to copy this P.O., including all items, from an existing P.O. or purchase request

Format: MMDDYY

If you wish to copy from an existing allocated P.O. or purchase request, see the note above under "Location".

If you press **[F5]** to copy from another P.O., a window appears and you are asked to specify:

? Copy from P.O.#

Enter the P.O. number of the purchase request or purchase order from which you wish to copy.

Format: 15 characters

The vendor number, vendor name, location code, and order date from that P.O. are displayed. If that P.O. is "allocated", a message to that effect is displayed.

You are then asked if this is the P.O. you wish to copy. Answer Y to copy information from the displayed P.O into your purchase request, or answer N to reject the displayed P.O.

If you answer Y, the information is copied and the cursor is positioned at "Field number to change ?", where you can make changes as usual.

If you copied an allocated P.O., the "Location group" for that P.O. is displayed. If the copied P.O. is a merged allocated P.O., the location you entered at the "Location" field is displayed as the "Ship-to loc" for the new P.O.

6. Cancel date

Enter the date on which the P.O. should be cancelled, or use the option:

Option: **[F1]** to use the last cancel date entered

The Open P.O.'s Report allows you to show purchase orders that have not been received by the cancel date.

Format: MMDDYY

7. Vendor address

When not using Accounts Payable, enter the vendor's address or use the option:

Option: **ENTER** To use each line of the vendor's address from the Vendor file

Format: 4 lines of 25 characters each

If you are using Accounts Payable, enter information in this field as follows:

? Vendor adrs-#

Enter the purchasing address number for the vendor's address you wish to use, or use one of the options:

Options: **[F1]** to scan through the purchasing addresses on file for this vendor

[F2] to use the vendor's regular address (from the Vendor file)

Format: 5 characters

8. Buyer

Enter the name of the buyer for this purchase request, or use the option:

Option: **[F1]** to use the default buyer specified in the P/A Control file
 [F2] to enter your user name

Format: 15 characters

9. Ship-via

Enter the name of the shipping method for this purchase request, or use the option:

Option: **[F1]** to use the default ship-via specified in the P/A Control file

Format: 15 characters

10. F.O.B.

Enter the F.O.B. for this purchase request, or use the option:

Option: **[F1]** to use the default F.O.B. specified in the P/A Control file

Format: 15 characters

11. Terms

Enter your payment terms for this purchase request, or use the option:

Option: **ENTER** if you are using Accounts Payable, to use the vendor's default terms from the Vendor file

Format: 30 characters

12. Special msg

The predefined forms print this message. Enter any text you want to appear on purchase order and receiver forms, or, if this is not an allocated P. O., use the option:

Option: **[F2]** to make the P. O. a drop-ship P. O. and replace the special message with drop-ship information

Format: 3 lines of 50 characters each

If you press **[F2]**, you are asked to confirm the change. Note that a drop-shipped P. O. includes a ship-to address of your customer's location rather than your location, and that when a drop-ship P. O. is "received", there will be no additions to your inventory. If you answer N, your special message is retained. If you answer Y, the special message is cleared, and the following new fields are displayed.

Drop-ship ref-#

If the reference number you enter is an on-file P/S order number, the customer number and the order's ship-to address are automatically displayed. Enter the number of the order for which this P. O. is being created, or use the option:

Option: **[F2]** to make the P. O. a non-drop-ship (normal) P. O. and replace the drop-ship information with special message lines

If you press **[F2]**, you are asked to confirm the change. If you answer N, your drop-ship information is retained. If you answer Y, the drop-ship information is cleared, and the special message field is displayed.

[?] Cust-#

Enter the customer for whom this P.O. is being created, or use the option:

Option: **ENTER** To accept the current contents of the field

Ship-to address

Enter the customer's shipping address, or use the option:

Option: **ENTER** To accept the current contents of any line

Note that neither special message nor drop-ship information is retained in the Received P.O. History after the P.O. has been received.

Line Items

After you press ENTER at "Field number to change ?" another screen is displayed. When a line item has been entered, you see a screen similar to this:

Purchase requests Acme Enterprises Inc.

Enter

P.O.#	166	Loc	Cen Central	Cost	47.94
Vendor	SAMCO Samco Software Inc.	Ord date	5/15/20	Qty	6

Item number	Description	Qty-ordered	Unit-cost	Ext-cost
2	Hammer, 16 Oz. Claw	52	7.99000	415.48

Price-1	14.95	Qty on hand	8
Rplcmnt cost	7.99 EACH	Qty commit	48
Maximum qty	12	Qty on order	0
Reorder level	8	Net qty	40-
Min order qty		Suggested qty	52

Use Up Dn PgUp PgDn Home End ENTER=change F2=Weight, F3=delete
 F4=edit supp# F5=edit status

Use this screen to specify the items to be purchased. For an existing purchase request, the line items previously entered are displayed. You may edit them as described in the section below titled **Changing Line Item Information**.

At the top of the screen, the P.O.#, vendor, location and date are displayed, along with running totals for cost and stocking units ordered. If the P.O. is "allocated", the "Loc:" field displays "(N/A)" for a separate P.O. and the ship-to location for a merged P.O.

Enter line item information as follows:

? Item number

For a new line item, enter the item number or bar code of the item to be ordered or use one of the options:

- Options:**
- [F1] for the next item in the Item file
 - ENTER To look up the item by description
 - [F5] To enter a bar code that is greater than 15 characters
 - [F6] To search for the item by "keyword" search

You may also use the following keys to position the cursor:

UP or DN	To scroll the items down or up
PGDN	To view the next seven items
PGUP	To view the previous seven items
END	To move beyond the last item on the request to the item number field for a new entry
HOME	To move to the first item on the request
[Tab]	To record the changes and return to the first Purchases requests screen

If you specified in the P/A Control file that you are using vendor items, and a vendor item record does not exist for this vendor and item, a warning message displays (the record will be automatically created when this purchase request is posted). A warning message also displays if you are not using vendor items, and this is not the prime vendor specified for this item in the Item file.

Searching When Item Number not Known (Option [F6])

If you press **[F6]**, you can search for the item using the keyword methods that were specified in the *I/C Control information* selection.

The first keyword method you have specified in *I/C Control information* appears as the default search method. Press **[F2]** to switch to a different search method. If you have selected no keyword methods, then "Item number" displays as the search method.

After entering the search information, the first eight items that match the characters you enter are displayed along with their categories and other pertinent information, depending on the search method.

Enter the search information or use **TAB** to return to the purchase request information screen.

Use the **UP/DN** keys or enter the line number of the item to move the highlight to an item, and press **_** to select a highlighted item. You may also use one of the options:

Options:	PGDN	to view the next eight items that match the characters entered
	PGUP	For subsequent pages, to view the previous eight items
	TAB	To stop the search process without selecting an item. You may enter different search information, or press [Tab] again to return to "Item number".

Adding a New Inventory Item

If you enter an item number that is not on file, you are asked if you wish to add this item to the Item file. If you answer Y, a screen will appear identical to the *Items (Enter)* screen in Inventory Management.

Refer to the chapter titled *Items* in the Inventory Management manual for instructions on adding new inventory items. Once you have completed entry of the item you are returned to the line items screen where you left off.

Adding a New Status Record

If you enter an on-file item number that does not have a status record for the location of this purchase request, you are asked if you wish to add the status record. If you answer Y, you are asked for a "Copy from location". Enter the location of an on-file status record for the item. When you indicate that you have no further changes to make, you are returned to the next field to continue entry of the purchase request.

When the item has been specified, the following reference information is displayed: Description line-1, Price-1, Replacement cost, Stocking unit, and Minimum order quantity.

The following reference information is displayed from the status record that corresponds to this location: Maximum quantity, Reorder level, Quantity on hand, Quantity committed, and Quantity on order (these values do not display for an allocated P.O.).

If a vendor item record is on file, the Replacement cost and Minimum order quantity are for the specific vendor.

The Net Quantity displayed is calculated based on the quantity on hand, quantity committed, quantity on back order, quantity on work orders, and quantity on order for the item in the corresponding location. The formula for calculating net quantity is explained in Chapter 12, *Purchasing Advice*.

The Suggested Quantity displayed is calculated using the Maximum method, based on the inventory reorder basis specified in the I/C Control file (either quantity on hand or net quantity) for the item in the corresponding location. (Refer to the end of Chapter 12, titled *Purchasing Advice*, for an explanation of the Maximum calculation method.)

Continue entering information as follows:

Description

If you are entering a miscellaneous item, you can change the description that is displayed. If you specified in *Control information* to enter non-miscellaneous descriptions, change is allowed for any item's description. These changes are retained in the P.O. and included in the received P.O. history, but do not affect the descriptions in the Item or Vendor Item files.

Enter changes to the item description, or use one of the options:

- Option:** **ENTER** To accept the description as shown
- [F1]** To display the description from the Item file
- [F2]** To display the description from the Vendor Item file (if there is no matching Vendor Item record, or if there is no description, this option is not available)

Format: 3 lines of 25 characters each

If you are using Apparel, the Colour and size tags for a gridded item are displayed in the second line of description, and change is not allowed.

Qty-ordered

Enter the quantity to be ordered of the item in stocking units, or use one of the options:

- Options:** **ENTER** To default to the suggested quantity
- [F2]** If you are using vendor items, to enter the quantity in terms of the vendor's purchase unit (which will be converted to stocking units after entry)

Format: 999999. 999

If you are using Apparel and the item is gridded, quantities are entered into a grid rather than at the "Qty-ordered" field. See the *Apparel Guidebook* for more detail. The total of the grid quantities then appears for "Qty-ordered".

If you are entering an allocated P.O., quantities are entered for each location in the location group, as described below in the section titled **Entering Allocations**.

Unit cost

Enter the cost, per stocking unit, which you expect to pay to the vendor for this item, or use one of the options:

- Options:** **ENTER** If there is a vendor item record for this vendor and item with a current cost, to default to that cost; otherwise, to default to the replacement cost

[F2] If you are using vendor items, to enter the cost in terms of the vendor's purchase unit (which will be converted to stocking unit cost after entry)

Format: 999999. 999

Comment

Enter any comment you wish for this line item.

You are asked "Any change ?". Answer Y to make changes to the line item, or answer N.

Continue to enter line items. When you have completed entry of all line items, press [TAB]. You are then returned to the first *Purchase Requests (Enter)* screen where you may enter another purchase request.

Changing Line Item Information

You can review all entered item information, even for items that have scrolled off the screen.

Use the cursor positioning keys to view line items that have scrolled off the screen, and to select the line item to change. Then select an option:

Options: **ENTER** To initiate changes to the line item

[F3] To delete the line item

Entering Allocations

Allocations for a non-gridded item are entered in a "location" grid:

The locations in the location group are shown across the top. Enter the quantity ordered for a location below the corresponding location code. Use the arrow keys or the ENTER key to move to other "cells" in the grid. When you press TAB to end quantity entry, the grid is cleared, the total of the location quantities is displayed in the "Qty-ordered" field, and the cursor is positioned at the "Unit-cost" field. Complete entry of the line item as usual.

Allocations for gridded items (when using Apparel) are entered in the usual Colour/size grid, using a separate colour/size grid for each location. When the cursor reaches the "Qty-ordered" field, at the bottom of the screen you are asked to specify:

Allocation location

Enter the code of the location for which you want to enter quantities, or use one of the options:

- Options:**
- ENTER** For the "Central" location
 - [F1]** To enter quantities for the next location in the group
 - [F2]** To enter quantities for the previous location in the group
 - [F7]** To display in a single Colour/size grid the sum of all quantities ordered for all locations (entry is not allowed)
 - TAB** To exit allocation of quantities ordered

Enter quantities ordered in the Colour/size grid for each location in the usual manner. When entering quantities, you have one additional option:

Format: 2 characters

Option: **[F5]** to copy the allocation from a different location

If you press **[F5]** to copy an allocation, a window appears for you to specify the location from which to copy. Enter the location code or use the option:

Option: **[F1]** to default to the last location from which an allocation was copied

When you press TAB at "Allocation location", the total of the quantities entered in the location grids is displayed in the "Qty-ordered" field, and the cursor is positioned at the "Unit-cost" field. Complete entry of the line item as usual.

NOTE: Editing of a gridded item on an allocated P.O. can be done only after the line item has been completely entered. Make changes as described above in the section titled **Changing Line Item Information**.

Immediate PO Print/Post

This feature allows immediate printing of PO's from the second screen of *Purchase Requests* -> *Enter*. There are 3 new flags in Set-up -> Control information.

If allow immediate P/O print when this is set to Y, pressing [Tab] from the second screen of the completed PO the following screen will display:

Select [Y] to print or:

- [N] to not print
- [P] to change the printer selection. To print to PDF, select printer P
- [F] to change the form selection
- [A] for a print alignment.

If the flag “Allow immediate P/O print” is set to Y, the PO will be printed. Once printed, the user is prompted “Is the PO printed Okay?” If answered [Y] and allow immediate P/O post? flag is set to Y, then the PO is automatically posted. When posting, if POs have not yet been printed they will print and there is an option to reprint the POs that have already been printed

Printing a Purchase Request Edit List

This selection allows you to print an edit list of the purchase requests that have been entered but are not yet posted. You should use this list to verify that they are correct before you post the requests and print purchase orders.

Select *Edit list* from the *Purchase requests* menu.

When entries are complete for the Purchase Request Edit List, you see a screen similar to this:

Purchase requests
Edit list
Acme Enterprises Inc.

Please enter

1. Starting P.O.#
2. Ending P.O.#
3. Starting vendor #
4. Ending vendor #
5. Starting item #
6. Ending item #
7. Order date
8. Location
9. Print in order by

Press **F1** for "First"

Enter the information as follows:

- ? 1. Starting P.O.#
- ? 2. Ending P.O.#

Enter the range of purchase order numbers to include on the list. Follow the screen instructions.

Format: 15 characters

- ? 3. Starting vendor #
- ? 4. Ending vendor #

Enter the range of vendors to include on the list. Follow the screen instructions.

Format: 6 characters

- ? 5. Starting item #
- ? 6. Ending item #

Enter the range of items to include on the list. Follow the screen instructions.

Format: 15 characters

7. Order date

Enter the order date of the purchase requests to include on the list, or use the option:

Option: **[F1]** for "All" order dates

Format: MMDDYY

? 8. Location

(This field appears only if you are using multi-warehousing.)

Enter the location code of the purchase requests to include on the list, or use one of the options:

Options: **[F1]** For "All" locations

ENTER For the "Central" location

For allocated P.O.'s, a location of "Central" will include separate allocated P.O.'s. For merged allocated P.O.'s, the location specified for "Ship-to loc" should be used.

Format: 2 characters

9. Print in order by

Enter P to print the list in sequence by purchase order number, V for vendor number, I for item number, or L for location (if using multi-warehousing).

If you select P, an additional field appears:

Print header info ?

Enter Y if you wish to have vendor address, buyer, ship-via, F. O. B., delivery and cancellation dates, special terms, and special messages for each purchase request printed before the request's line item information. Enter N if you do not wish to print this information.

Check the Purchase Request Edit List for warning messages regarding purchase requests that will not be posted. If such a message appears, use the appropriate menu selection to correct the error prior to posting the purchase requests.

Posting Purchase Requests

Printing Purchase Orders

Select *Post* from the *Purchase requests* menu.

After you specify posting information, you see a screen similar to this:

Enter the information as follows:

? 1. Starting P.O.#

? 2. Ending P.O. #

Enter the range of P.O. numbers that are to be posted. Follow the screen instructions.

Format: 15 characters

? 3. Form ID

Enter the ID of the form to be used to print the order (a "Print P.O." form type) or to create a text file (an "Export P.O." form type), or use one of the options:

Options: **ENTER** to default to the form ID specified in the P/A Control file

[F1] To scan through the forms in the Form file

[F2] For "None" if the order information is not to be printed or
 exported

Format: 5 characters

If you specified a "Print P.O." type form ID, you then see "Please mount P.O. forms on printer. Type [Done] when ready". Insert the forms on the printer and type [Done] when ready.

You are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

If you have defined multiple printers, select the printer on which the forms are mounted. The purchase orders are then printed.

When the purchase orders have been printed, you are asked "Are P.O. forms just printed OK ?". Answer Y if the printed forms are acceptable to proceed with posting. Answer N if the printed forms are not acceptable or if you wish to prevent posting. If you answer N, you are then asked if you wish to reprint the forms. Answer Y to reprint the forms or N to exit the function.

If you specified an "Export P.O." type form ID, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the Form ID you have selected. The export file is then created on your hard disk and the total number of items and quantity ordered is shown on the screen.

If you specified "None" for Form ID, or after the printed purchase orders have been accepted or the export file has been created, you are asked "OK to post order ?". Answer Y to proceed with posting, or answer N to prevent posting.

At posting time, the Purchase Requests Register is printed and the purchase requests are then posted. Error messages are shown on the register for any purchase requests that could not be posted.

Prior to actually printing the P.O.'s and the Purchase Requests Register, each allocated purchase request that is "separate" is split into individual purchase requests, and the original purchase request is removed. A separate purchase request is created for each location in the group for which a quantity has been ordered. The P.O. number used is that of the original purchase request, followed by a hyphen and the location code. For example, the original P.O. number "456" and locations "1" and "Central" would be split into P.O. numbers "456-1" and "456-" (spaces are used for "Central").

Creating split P.O. can appear to move your P.O.'s "out of sequence". If your original P.O. number is numeric (all numbers) the addition of the "-" character will change the P.O. to alphabetic. In Purchasing, all numeric P.O. numbers come before all alphabetic P.O. numbers. So, for example, if P.O. 456 were split as described above, you could no longer include it in a range between 450 and 460. To print only those P.O.'s after they have been split, when requested for a range of P.O. numbers, enter a starting P.O. number of "456-" and an ending P.O. number of "456-zz".

Posting Results

When a purchase request is posted, it becomes a purchase order (P.O.).

If there is a vendor item record matching the vendor/item combination on this P.O., and if this P.O. is the most current by order date for the vendor/item combination, the purchase order number, buyer, order date, and cost per stocking unit in the vendor item's "Last Purchase Order" information are updated. (Refer to chapter 9, titled *Vendor Items*).

If you are using multi-location purchasing, then information from the posted purchase requests go to the P/A transmission files (refer to chapter 20, titled *Multi-location Purchasing and Transfers*). At the Hub, new open P.O.'s for the Satellites' locations are written to the appropriate P/A Location Change files. At Satellites, requests are written into the P/A Satellite Transmission file and sent to the Hub as purchase requests or as new open P.O.'s, depending on the Satellite's purchasing authority. And

if during posting at Hub or Satellite vendor items are created or updated, they are also written into the appropriate Transmission file.



Chapter 13

Purchasing Advice

Use this selection to print the Purchasing Advice Report and to optionally create purchase requests.

The Purchasing Advice Report in Purchasing is similar to the report that is available in Inventory. This P/A Purchasing Advice should be used in place of the Inventory Purchasing Advice.

This report shows items requiring reorder in three different ways:

- 1) items that have dropped below the reorder level or have gone out of stock since the last time this report was printed,
- 2) items that require replenishment of the quantity sold, or
- 3) items that do not have a sufficient number of days of supply on hand, based on historical quantities sold and current stocking levels. For all methods, the suggested order quantity is shown for each item, along with its extended cost and retail value.

If you specified in *P/A Control information* that you are using multi-location purchasing, that your location is a Satellite, and that your location has no purchasing authority ("None"), you will not be able to create purchase requests in *Purchasing advice*. You will only be able to print the report.

To Begin

Select *Purchasing advice* from the *Purchase requests* menu.

When entries are complete for Purchasing Advice, you see a screen similar to this:

Purchase requests Acme Enterprises Inc.

Purchasing advice

1. Starting vendor #	7. Print vendor info ?
2. Ending vendor #	8. Adjust for vendor's minimum order qty ?
3. Starting item #	9. Print grid colors with no qtys ?
4. Ending item #	10. Starting stock code
5. Categ/sub-cat	11. Ending stock code
6. Class/season	
12. Calculation method	
13. Create purchase requests ?	15. Reorder based on
	16. Include item if qty
14. Location	17. Report format
	18. Sort by

Press **F1** for "First"

NOTE: The above screen appears if "multi-warehousing" is indicated in *I/C Control information*. If you are not using multi-warehousing, the "Location" field does not appear.

Enter the information as follows:

Starting vendor #

Ending vendor #

Enter the range of vendor numbers to include on the report. Follow the screen instructions.

Starting item #

Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

Categ/sub-cat

Enter the category and sub-category to print items for only one category or sub-category, or F1 to include items for "All" categories and/or sub-categories.

Class/season

Enter the class and season to print items for only one class or season, or F1 to include items for "All" classes and/or seasons.

Print vendor info ?

Answer Y to print the prime vendor's information on the report. If you answer Y, vendor number and name, vendor product number, minimum order quantity, and lead time are shown. The information is obtained from the corresponding Vendor Item record. If you are not using vendor items (per the P/A Control file), the vendor information is obtained from the Item file.

Adjust for vendor's min order qty ?

If you are using vendor items, answer Y if you wish the vendor's minimum order quantity for an item to be considered when the report calculates the suggested order quantity. Otherwise, answer N.

If you answer Y, and the calculated suggested order quantity is less than the vendor's minimum order quantity, the suggested quantity is increased to the vendor's minimum quantity from the vendor item record.

An asterisk (*) is shown on the report next to the suggested quantity if the order quantity was not adjusted because the unit used on the order did not match the vendor's unit.

If you are not using vendor items, "(N/A)" appears for this field and entry is not allowed and no minimum quantity adjustments are made.

Print grid Colours with no qtys ?

If you are using *Apparel*, answer Y to print all Colours in a grid for gridded items, even if no suggested order quantities are made for the Colour.

If you answer N, when a gridded item is printed on the report, any Colour with only zero suggested order quantities is omitted from the grid.

If you are not using *Apparel*, "(N/A)" appears for this field and entry is not allowed.

Starting stock code

Ending stock code

Inventory allows you to apply "stock codes" to items for identifying their current stocking status. Sample stock codes might include: 98 = special order, 99 = discontinued, 01 = standard product, etc. By keeping stock codes numeric you can more easily select a range of stock codes to report on.

Within the Purchasing Advice report you can select a range of item stock codes to include. The purpose of which would be to avoid those items that might be

discontinued or special order.

Enter a range of stock codes to include on the report. Follow the screen instructions.

Calculation method

Specify the method to be used to calculate suggested order quantities.

Enter M to calculate an order for each item that is at or below its reorder level, so that the item will reach its maximum quantity. If you are using *Apparel*, and if you wish to calculate orders by Colour/size combination, you must use this method.

Enter R to calculate an order for each item that will replenish the units sold during a specified period of time.

Enter D to calculate an order for each item so that there will be enough of the item to last the specified number of days, based on the units sold during a specified period of time and the current stocking level. This method is available only if you are using Point of Sale or Billing (Order Entry).

Refer to the section at the end of this chapter, titled *How Suggested Order Quantity is Calculated*, for more information on how suggested order quantities are calculated for each of these methods.

If you select the Replenishment calculation method, one or more additional fields are displayed:

Based on sales in

Specify the sales data to be used for calculating the suggested orders. The choices are:

- I To use invoice history data for the date range entered below. This option is available only if you are using Point of Sale or Billing (Order Entry).
- C To use the quantity sold for the current period ("Qty sold PTD" in the Status file).
- P To use the quantity sold for a prior period (in the Status file) specified below.

If you specify to base sales on Invoice history, you are asked:

Starting/ending dates

Enter the date range of invoice history to be examined for sales. Follow the screen instructions.

If you specify to base sales on a Prior period, you are asked:

How many periods [months] ago ?

Specify which prior period to use by entering the number designating how many periods (or months, if the periods are monthly) back that period occurred.

If you select the Days of supply calculation method, three additional fields are displayed:

Days of supply desired

Specify the number of days of supply that you wish to have on hand of each item.

Starting/ending dates

Enter the date range of invoice history to be examined for sales.

% of historical sales

Enter a percentage of the average quantity sold per day during the date range entered above to be used to calculate the suggested order quantity, or press ENTER to default to 100%.

For example, if you project that your daily unit sales will be the same as they were during the date range entered above, enter 100%. If you enter 110%, the suggested order quantity is calculated based on the assumption that the average quantity sold per day will be 10% higher than it was during the specified date range.

Create purchase requests ?

Answer Y if you wish a purchase request to be created for each vendor shown on the report. Answer N to only print the report.

If you answer Y, purchase requests are created for vendors and items using the suggested order quantities printed on the report.

If, as explained at the beginning of this chapter, you have no purchasing authority, "(Not applicable)" is displayed and this field is skipped.

If you specify to create purchase requests, three additional fields appear:

Starting P.O. #

Enter the P.O. number to use for the first purchase request created.

You can also press F1 to assign the next available P.O. number, if one has been specified in the P/A Control file (if no next available P.O. number is specified in the P/A Control file, this option is not available).

Order date

Enter the date to be assigned as the purchase order date for the requests, or F1 to use the current date.

Default comment

Enter any comments to be included for each item on the purchase requests. The comments can be changed after the purchase requests have been created.

Location

If you indicated in *I/C Control information* that you are using multi-warehousing, enter the location code for the items to be included on the report, ENTER for the "Central" location, or F1 for "All" locations.

If you specify "All" locations, an additional field appears:

Separate or merged ?

Enter S if you wish separate order lines to be printed for each location's items, or enter M to merge the order information for all locations into one order line.

If you enter S, the items in each location are evaluated individually when determining if an item needs to be reordered, and a separate line is printed for each location for which the item should be reordered.

If you enter M, the item's information for all locations is added together to determine if the item needs to be reordered. One line is printed for the item, and is assigned to the location entered in the next field.

If you specify to merge locations and to create purchase requests, the following field appears:

Ship-to location

Enter the location for which the merged order is to be printed, or ENTER for the "Central" location.

Reorder based on

Enter N to base the report on net quantity (quantity on hand less quantity committed plus quantity on order less quantity on back order plus quantity on work orders), or Q for the quantity on hand.

Include item if qty

Enter one of the following options to include items where the *Reorder based on*

setting from above matches the criteria:

- [L][T] Include only items where the reorder based on quantity is less than 0.
- [L][E] Include only items where the reorder based on quantity is less than or equal to 0.
- [G][T] Include only items where the reorder based on quantity is greater than 0.
- [G][E] Include only items where the reorder based on quantity is greater than or equal to 0.
- [E][Q] Include only items where the reorder based on quantity is equal to 0.
- [F1] Include "All" items regardless of reorder based on quantity.

If you select to create purchase requests and other purchase requests are already on file, a message displays and you are asked if you wish to proceed. Answer Y to print the report and add the requests to those already on file. Otherwise, answer N.

The Purchasing Advice Report is then printed and, if selected, purchase requests are created.

If you selected to create purchase requests, a warning message is printed on the report and a purchase request is not created if a P.O. already exists for the same vendor, item, order date, and location.

After the Report is Printed

If you specified the Maximum method of calculating suggested order quantity and have selected to create purchase requests, a screen appears when the report completes printing, and you are asked:

"Skip these items on later purchasing advices
until they hit reorder or out-of-stock again ?"

If you answer N, the *Purchasing advice* screen reappears so that you may print another report.

If you answer Y, the only items on this report that appear the next time you print the report are those that have again gone below the reorder level or out of stock, or those that have had inventory transactions posted for them and are still below reorder level.

If you are using multi-warehousing, your answer applies only to the specific location you selected (or "All" if that was your selection), and does not affect reporting for other locations.

For example, if item "1" appears on a report for "All" locations, and is specified not to print on later reports, it does not appear on subsequent reports for "All" locations. However, item "1" does appear on a report for any specific location such as "AA", until it is specified not to print for that specific location.

How Suggested Order Quantity is Calculated

Suggested order quantities shown on the Purchasing Advice Report and used in purchase requests can be calculated using three different methods: Maximum, Replenishment, and Days of supply.

Maximum

If Maximum is selected, suggested order quantity for an item is calculated as follows:

$$\text{Suggested-order-qty} = \text{Maximum-qty} - \text{Current-qty}$$

This calculation is performed only for those items at or below reorder level, unless *Apparel* is being used and the item is gridded.

If Apparel is being used, reorder level is ignored for a gridded item. The following calculation is performed for each cell in the grid:

$$\text{Suggested-order-qty} = \text{Model-stock} - \text{Current-qty}$$

The value used for "Current-qty" depends on the inventory reorder basis specified in the I/C Control file: either "Net quantity" or "Quantity on hand".

For accurate suggested orders, use a reorder basis of "Net quantity". "Net quantity" is calculated as follows:

Net quantity = quantity on hand

- quantity committed
- quantity on back order (in Billing - O/E or P/I)
- quantity on work orders (in Inventory)
- + quantity on order

If your reorder basis is "Net quantity", then that value is used for Current-qty. If you are instead using an inventory reorder basis of "Quantity on hand", only the quantity on hand of an item is used for Current-qty.

If specified, the suggested order quantity is adjusted for the vendor's minimum order quantity.

With the Maximum calculation method, an item is shown on the report (and a purchase request is created, if selected) only if the suggested order quantity is greater than zero.

Replenishment

If Replenishment is selected, the suggested order quantity is simply the sum of the units sold (less returns) for the specified time period.

If selected, the quantity is adjusted for the vendor's minimum order quantity.

Days of Supply

If Days of supply is selected, suggested order quantity is calculated as follows:

Suggested-order-qty =
(Days-of-supply-desired x Scaled-units-per-day) - Current-qty

Days-of-supply-desired is the value you entered.

Scaled-units-per-day is calculated by dividing the sum of the units sold (less returns) for the specified time period by the number of days in that time period. The resulting average-units-per-day is then multiplied by the entered percentage of history sales to obtain the scaled-units-per-day.

Current-qty depends on the inventory reorder basis specified in the I/C Control file, and is calculated in the same manner as described above for the Maximum calculation method.

If specified, the suggested order quantity is adjusted for the vendor's minimum order quantity.

With the Days of supply calculation method, an item is shown on the report only if it has sales during the specified time period and does not have sufficient quantity to satisfy the requested number of days.



Chapter 14

Receivings

Two receiving functions are provided. *Receive P.O.'s* allows you to process receivings for P/A purchase orders. *Receive without P.O.* allows you to process receivings when no purchase order is on file.

Receive P.O.'s

Receive P.O.'s allows you to receive against an existing P.O. You can change the quantity received for an item, if necessary, and backorder or cancel the remainder if the merchandise is not received in full. Serial numbers and lot numbers can be recorded for serialized and lot-controlled items. Items that were not on the original P.O. may also be received, including items that are new to your inventory. Inventory receiving transactions (and optional Received P.O. History entries) are automatically created for the quantity received, and any backorder quantity remains open on the order. When no backorders remain on a P.O., the P.O. is removed from the system.

When P/A purchase orders are created by posting purchase requests, the quantity received for each item (and for each location in "allocated" purchase orders) is set equal to the quantity ordered, in anticipation of complete shipment. You may receive a P.O. "in full", receive "all lines except", or receive "selected lines".

You may also use this selection to edit or cancel (delete) an open P.O.

Receive without P.O.

Use *Receive without P.O.* to enter receivings for a single location when a P.O. is not on file. In this case, you enter each item and the quantity received at the time you receive the goods. Serial numbers and lot numbers can be recorded for serialized and lot-controlled items. New vendors and inventory items can be added during entry.

To Begin

Select *Receive P.O.'s* from the *Receivings* menu.

Receiving a Purchase Order

When you specify an on-file purchase order, you see a screen similar to this:

The screenshot shows a software interface for 'Acme Enterprises Inc.' with a menu titled 'Receivings' and a sub-menu 'Receive P.O.'s'. The form contains the following fields:

- * 1. P.O.# (with a blue input box)
- Vendor
- Order date
- 2. Delivery date
- 3. Cancel date
- 4. Vendor adrs-#
- 5. Buyer
- 6. Ship-via
- 7. F.O.B.
- 8. Terms
- 9. Special msg
- Receive mode
- Location

At the bottom, there are function key instructions: F1 = next purchase order and F5 = look up by vendor.

(If you are not using multi-warehousing, the "Location" field does not display.)

Use this selection to receive a P.O. and create inventory transactions, and to change the quantity received of items prior to receiving the P.O. If the quantity received for all items is the same as the quantity ordered, you do not need to enter any quantities received.

Enter the information as follows:

P.O.

You must select a purchase order to change, receive, or cancel. You can select the purchase order by entering its P.O.#, searching through all the purchase orders, or searching only the purchase orders for a selected vendor.

Enter the P.O. number, F1 to find the next purchase order, or F5 to find purchase orders for a specific vendor.

If you press F1, the next purchase order is displayed and you are asked if it is the right purchase order. Answer Y or N.

If you press F5, you can enter a vendor number, F1 to scan through the vendors in the Vendor file, or press ENTER to look up the vendor by name.

After you have selected a vendor, the first purchase order for that vendor is displayed and you are asked if it is the right purchase order. Answer Y or N.

For an allocated purchase order, the ship-to location displays in the "Location" field, and the location group displays beneath it.

While the header screen is displayed, you may make changes as usual (including replacing "Special msg" or "Drop-ship" information with the other), or use one of the options:

[F1] To find the next P.O.

[F2] To receive (post) the line items on this P.O.

[F3] To cancel this P.O.

[ENTER] To proceed to the line item or user defined field screen

If you press F3, you are asked "OK to cancel this P.O. ?". Answer Y to remove the P.O. from the system.

At any point while this screen or the line item screen is displayed, you may press F2 to post the receiver (create inventory receiving transactions) for the line items. Which line items are processed when you post depends on the "Receive mode" of the purchase order.

If you press [ENTER] the P.O. user defined fields are displayed for you to make any adjustments.

Receive Mode

A purchase order may be received in one of two modes: "All lines" or "Selected lines". When a purchase order is initially displayed, its receive mode is "All lines".

"All lines" mode

When you receive in "All lines" mode, an inventory receiving transaction is created for each item for the current "Qty-rec'd" amount. Unless entries have been made, the "Qty-rec'd" is the same as "Qty-ordered".

Use "All lines" mode when the majority of the line items are being received. To

prevent a line item from being received, you must change the "Qty-rec'd" to zero and backorder the line.

"Selected lines" mode

When you receive in "Selected lines" mode, an inventory receiving transaction is created for only those line items that you have specifically selected.

A line item is selected if you change or enter any information for the item, or if you press F1 on the line item screen to select it. A selected line item can be unselected by pressing F1.

Use "Selected lines" mode when only a few line items are being received.

Changes can be made to the line item information. After such a change you see a screen similar to this:

Receivings Acme Enterprises Inc.

Receive P.O.'s Receive mode Selected lines

P.O.# 153 Loc Cen Central Cost 44.00

Vendor SAM100 Samco Software Inc. Ord date 4/14/20 Qty 4

Item number	Description	Qty-ordered	Qty-rec'd	Qty-bkord
NCA8-14GSD-H2	Heli-compressor	1		

Comment

Stock code Vendor prod# NCA8-14GSD-H2

Unit cost 24.50 EACH Supplier part#

Extended cost 24.50

Up/Dn PgUp/PgDn Home/End ENTER=make changes F1=select this line

F2=receive P.O. F5=look up a line F6=add a line F7=change receive mode

At the top of the screen, the P.O.#, vendor, location (showing the "ship-to location" for an allocated purchase order) and date are displayed along with running totals for cost and stocking units received.

Use the following keys to position the cursor to add or change a line item:

[↑] or [↓] to scroll the items down or up

- [PgDn] To view the next eleven items
- [PgUp] To view the previous eleven items
- [TAB] To move to the last item on the purchase order
- [HOME] To move to the first item on the purchase order

The following options are also available:

- [ENTER] To make changes to the highlighted line item (see Changing a Line Item below)
- [F2] To receive (post) the line items on this purchase order (see Posting the Receiver below)
- [F5] To find a line item on the purchase order by item number, bar code, or keyword (see Finding a Line Item below)
- [F6] To add an item to the purchase order (see Adding a Line Item below)
- [F7] To change receive mode (see Changing Receive Mode below)

Changing a Line Item

After you have specified the line to be changed, change its information as follows:

Qty-rec'd

Enter the quantity of the item that was actually received for this order, or use one of the options:

- [ENTER] To default to the quantity ordered
- [F1] To enter the quantity received in a different unit of measure.
- [F2] If you are using vendor items, to enter the quantity in terms of the vendor's purchase unit (which will be converted to stocking units after entry)
- [F5] To change the unit cost, if you specified to show cost during receivings in the P/A Control file
- [Up] To change the description. This option is only available on non-allocated P.O.'s. If the item is a miscellaneous item, or if you specified in *Control information* to enter non-miscellaneous descriptions, this option is available.

If you enter a quantity that is greater than the quantity ordered, a warning message appears.

If you are using Apparel and the item is gridded, you will be given the option to enter quantities in a grid format or in a list. Press F1 to enter in grid format, or F2 to enter in list format. When completed, the total of the received quantities for all Colour/size combinations then appears for "Qty-rec'd".

If you are receiving an allocated P.O., quantities are entered for each location in the location group, as described below in the section titled Allocating Receivings.

This function only allows you to change the quantity received. The quantity ordered cannot be changed in *Receivings*. Quantity ordered can only be changed by reissuing the purchase order (see the chapter titled *Purchase Requests*).

Decimal quantities are not allowed for serialized or gridded items.

Description

If you press the up arrow at the "Qty-rec'd" prompt, you can enter changes to the item description, F1 to display the description from the Item file, or F2 to display the description from the Vendor Item file (if there is no matching Vendor Item record, or if there is no description, this option is not available).

If you are using Apparel, the Colour and size tags for a gridded item are displayed in the second line of description, and change is not allowed.

Note that description changes are retained in the P.O. and included in the received P.O. history, but do not affect the descriptions in the Item or Vendor Item files.

Qty-bkord

If you entered a quantity received that is less than the quantity ordered, enter the quantity that is to remain on backorder or ENTER to default to the remaining quantity on order.

Enter "0" to indicate that the remaining quantity is cancelled.

If you entered a quantity received that is equal to or greater than the quantity ordered, "0" automatically displays for "Qty-bkord" and an entry is not allowed.

If you are using Apparel and the item is gridded, you are asked if you wish to backorder or cancel any remaining on-order quantities for the Colour/size combinations. Enter B to backorder or C to cancel all remaining on-order quantities.

Comment

You may change the comment or press ENTER to retain the comment as displayed.

If you edit a serialized or lot-controlled line item, you are allowed to specify serial numbers or lot numbers for the quantity received. Refer to the section below titled **Serialized Line Items** or **Lot-Controlled Line Items** for more information.

Finding a Line Item

If you press F5 to find a line item, the cursor is positioned at "Item number". Enter the item number or bar code of the line item, F1 for the next item on the purchase order, or F5 to enter a bar code that is greater than 15 characters, F6 to search for the item by "keyword" (Refer to the chapter *Purchase Requests*, for searching by keyword when the item number is not known.), or TAB to exit item lookup.

Adding a Line Item

If you press F6 to add a line item to the P.O., the existing line items scroll up so that you may add the new line.

Enter the line item information as follows:

Item number

For a new line item, enter the item number or bar code of the item to be ordered or use one of the options:

- [F1] For the next item in the Item file
- [ENTER] To look up the item by description
- [F5] To enter a bar code that is greater than 15 characters
- [F6] To search for the item by "keyword" (Refer to the chapter *Purchase Requests*, for searching by keyword when the item number is not known.)
- [TAB] To exit the add items function

Refer to the chapter *Purchase Requests*, for more information on adding a line item, a new inventory item, or a new status record.

If you add a line item for a serialized or lot-controlled item, you are allowed to specify serial numbers or lot numbers for the quantity received. Refer to the section below titled **Serialized Line Items** or **Lot-Controlled Line Items** for more information.

Changing Receive Mode

When a purchase order is first created, it is placed in the "All lines" receive mode. If you post the receiver while in "All lines" receive mode, inventory receiving transactions will be created for all line items whose "Qty-rec'd" is greater than zero.

If you press F7 at the line item entry screen, you can change the mode to "Selected lines". This allows you to select specific line items to receive.

If you change line item information or add new lines while in "Selected lines" mode, those line items are automatically selected. You may also select a line without changing its information by pressing F1.

If you had changed any line item information or added new line items prior to changing to "Selected lines" mode, those line items are automatically selected.

While in "Selected lines" mode, lines that are selected show quantities for "Qty-rec'd" and "Qty-bkord". These two fields are blank for lines that are not selected.

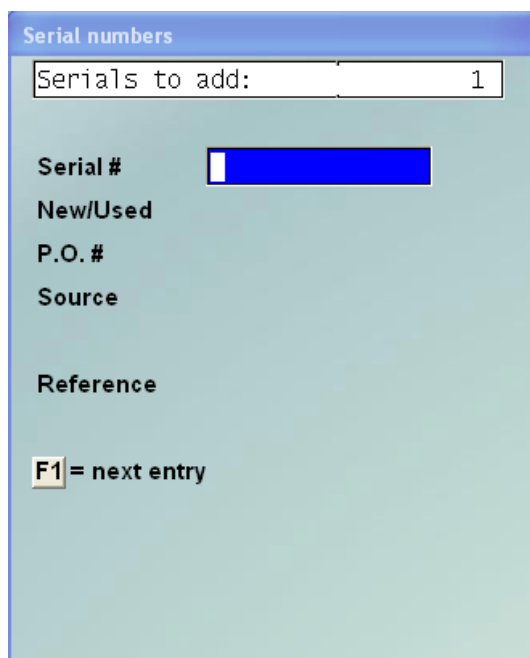
You may press F1 to unselect a line that is already selected.

You can return to "All lines" mode by pressing F7 while in "Selected lines" mode. Any changes made while in "Selected lines" mode are still in effect.

Continue to change and add line items as necessary. When completed, press F2 to post the receiver and create inventory receiving transactions, or press TAB to save the changes without posting.

Serialized Line Items

When you complete editing or adding a line item for a serialized item, a window similar to that shown below appears for you to enter a serial number for each unit being received:



Serial numbers

Serials to add: 1

Serial #

New/Used

P.O. #

Source

Reference

F1 = next entry

The number of serial numbers remaining to be entered displays at the top of the

window.

Serial number entry is optional at this point. However, for "always serialized" items a serial number must be specified for each unit received prior to posting the receiving transaction in Inventory. For "sometimes serialized" items, a serial number may optionally be specified for each unit received.

Enter serial number information for each unit being received, as follows:

Serial #

Enter the serial number of the first item, or TAB to terminate serial number entry prior to entering a serial number for each unit received.

If the quantity received is greater than 1, after entering the first serial number, you may use one of these options:

- [F1] To display the next serial number already entered for this line item
- [F2] To automatically increment the previous serial number (the next consecutive serial number)
- [F5] To automatically increment the previous serial number by 1 for each remaining unit received
- [TAB] To terminate serial number entry prior to entering a serial number for each unit received

If you press TAB to terminate serial number entry prematurely, a message informs you that all serial numbers are not entered. You are then given three choices:

- 1 - Continue: Resume serial number entry for this line item.
- 2 - Exit: Terminate serial number entry for this line item, even though all serial numbers are not entered. Prior to posting the receiver, use *Receivings (Receive P.O.'s)* to complete serial number entry. After the receiver is posted, use *I/C Inventory (Enter)* to complete serial number entry.
- 3 - Abort: The entire line item is cancelled and removed from the receiver. This option is only available when the line item is being added to the P.O. (as described in Adding a Line Item above, or in Receiving without a P.O. below).

When the receiver is posted, the serial numbers entered here become part of the item's receiving transaction in the I/C Inventory Transaction file. You may complete or change the serial number entries using the *I/C Inventory* selection.

New/Used

Press ENTER to default to N if the item is new, or type U to indicate this item is used.

After the first serial number has been entered, you may press F2 to assign the same values as the prior serial number to this and the remaining fields

P.O. #

Enter the purchase order number for this item, or ENTER for the first serial number, to default to this P.O. number. For subsequent serial numbers, to default to the P.O. number entered for the prior serial number.

Source

Enter the source from which this serial number was obtained, or ENTER for the first serial number, to default to the vendor number for the purchase order. For subsequent serial numbers, to default to the "Source" entry for the prior serial number.

This field is used when printing the Flooring Report. If your inventory is financed, you may use this field to identify the finance company for this serial number.

Reference

Enter any remark you wish for this specific serial number, ENTER to leave this field blank, or F1 for the first serial number, to default to the first 20 characters of the "Comment" field. For subsequent serial numbers, to default to the "Reference" entry for the prior serial number.

Lot-controlled Line Items

When you complete editing or adding a line item for a lot-controlled item, a window similar to that shown below appears for you to enter one or more lot numbers for the quantity being received:

Receivings Acme Enterprises Inc.
Receive P.O.'s Receive mode Selected lines

P.O.# 169 Loc Cen Central Cost .00
Vendor SAMCO Samco Software Inc. Ord date 4/15/20 Qty 0

Item number	Description
22	Paint, Enviro Latex White Environmentally Friendly

Lot numbers

Qty to allocate: 24

Lot number

Quantity

P.O. #

Source

Reference

F1 = next entry

Stock code 01 Standard Stocking Vendor prod# 22
Unit cost 10.95 GAL Supplier part#
Extended cost 262.80

The quantity remaining to be allocated displays at the top of the window.

Lot number entry is optional at this point. However, the quantity received must be fully allocated to one or more lot numbers prior to posting the receiving transaction in Inventory.

Enter lot number information for the quantity being received, as follows:

Lot number

Enter the first lot number, or TAB to terminate lot number entry prior to fully allocating the quantity received.

If the quantity received is allocated to more than one lot number, after entering the first lot number, you may use one of these options:

[F1] To display the next lot number already entered for this line item

[F2] To automatically increment the previous lot number (next consecutive lot number)

[TAB] To terminate lot number entry prior to fully allocating the quantity received

If you press TAB to terminate lot entry prematurely, a message informs you that lot allocation is incomplete. You are then given three choices:

1 - Continue: Resume lot number entry for this line item.

- 2 - Exit: Terminate lot number entry for this line item, even though the quantity received has not been fully allocated. Prior to posting the receiver, use *Receivings » Receive P.O.'s* to complete lot number entry. After the receiver is posted, use *I/C Inventory » Enter* to complete lot number entry.
- 3 - Abort: The entire line item is cancelled and removed from the receiver. This option is only available when the line item is being added to the P.O. (as described in Adding a Line Item above, or in Receiving without a P.O. below).

When the receiver is posted, the lot numbers entered here become part of the the item's receiving transaction in the I/C Inventory Transaction file. You may complete or change the lot number entries using the *I/C Inventory* selection.

Quantity

Enter the quantity received of this lot number, or F1 to use the remaining quantity to allocate.

The "Qty to allocate" is updated automatically.

P.O.

Enter the purchase order number for this item, or ENTER for the first lot number, to default to this P.O. number. For subsequent lot numbers, to default to the P.O. number entered for the prior lot number.

After the first lot number has been entered, you may use F2 to assign the same values as the prior lot number to this and the remaining fields.

Source

Enter the source from which this lot number was obtained, or ENTER for the first lot number, to default to the vendor number for the purchase order. For subsequent lot numbers, to default to the "Source" entry for the prior lot number.

Reference

Enter any remark you wish for this specific lot number, ENTER to leave this field blank, or F1 for the first lot number, to default to the first 20 characters of "Comment". For subsequent lot numbers, to default to the "Reference" entry for the prior lot number.

Allocating Receivings

On an allocated P.O., quantities received for a non-gridded item are entered in a

location grid:

The locations in the location group are shown across the top. The quantity received for a location is initially set equal to the quantity ordered. Enter changes to the quantity received below the corresponding location code. Use the arrow keys or the ENTER key to move to other "cells" in the grid. When you press TAB to end quantity entry, the grid is cleared, the total of the location quantities is displayed in the "Qty-rec'd" field, and the cursor is positioned at the "Comment" field. Complete entry of the line item as usual.

Receivings for gridded items (when using Apparel) are entered in the usual colour/size grid, using a separate colour/size grid for each location. When the cursor reaches the "Qty-rec'd" field, at the bottom of the screen you are asked to specify:

Allocation location

Enter the code of the location for which you want to enter changes to quantities received, or use one of the options:

[ENTER] For the "Central" location

[F1] To enter quantities for the next location in the group

[F2] To enter quantities for the previous location in the group

[F7] To display in a single colour/size grid the sum of all quantities received for all locations (entry is not allowed)

[TAB] To exit entry of quantities received

Enter quantities received in the colour/size grid for each location in the usual manner.

When you press TAB at "Allocation location", the total of the quantities entered in the location grids is displayed in the "Qty-rec'd" field, and the cursor is positioned at the "Comment" field. Complete entry of the line item as usual.

NOTE: For a gridded item on an allocated P.O., the [↑] and [TAB] keys are disabled to prevent "moving back" or aborting entry while making changes. After completing the line item, you can return to the line and make changes as described above in the section titled Changing Line Item Information.

Printing an Edit List

To print an edit list of receivings information prior to posting the receiving, print the Open P.O.'s Report for the involved purchase orders. Refer to the chapter titled *Open P.O.'s Report* for information on printing this report.

Posting the Receiver

When you press F2 to post the receiver, a receiving transaction will be created in the I/C Inventory Transaction file for each "selected" line item or for "All" lines (depending on the Receive mode of the P.O.).

If the actual quantity received of an item is different than the quantity ordered, you should enter a quantity received prior to posting the receiver.

When you press F2 and specify posting information, you see a screen similar to this:

Receivings
Receive order

Acme Enterprises Inc.

P.O.# 168 Location Central Central
Vendor SAMCO Samco Software Inc. Order date 4/15/20
Receive mode Selected lines

1. Receiving date 5/12/20
2. Receiver number
3. Default comment
4. Form ID
5. Freight In
6. Handling

F1 = next receiver #

Enter the information as follows:

Receiving date

Enter the date to be used as the receiving date (transaction date), or F1 to default to the current date.

Receiver number

Enter the number you wish to use as the document number for the receiving transactions, or F1 to use the next available Receiver number, if one has been specified in the P/A Control file.

If you select to print a receiver (in field number 4 below), your entry here prints on the form.

Default comment

Enter the comment to use as a default comment for the receiving transactions, or F1 to default to the P.O. number.

The default comment is used only for lines that do not already have comments entered.

Form ID

Enter the ID of the form to be used to print the receiver (a "Print P.O." form type) or to create a text file (an "Export P.O." form type), F1 to scan through the P.O. forms in the Form file, F2 for "none" -- no P.O. will be printed, or ENTER to use the default form displayed.

If the purchase order is allocated, an additional field displays:

Starting transfer #

When an allocated purchase order is received, the entire order is received into the "ship-to location" of the purchase order. Transfer requests are automatically created to transfer allocated quantities of the received items from the "ship-to location" to the other locations in the location group.

Enter the starting transfer number to be used for those transfer requests, or F1 to use the "Next transfer number" in the P/A Control file.

Refer to the chapter titled *Transfers* for more information about subsequent processing of the transfers.

If you specified receiving miscellaneous charges in the P/A Control file, a field will appear for each charge you specified. If the P.O. is allocated, the first miscellaneous charge is field number 6; otherwise, it is field number 5.

[Receiving miscellaneous charge-1/-2]

Enter the amount of each miscellaneous charge for this receiver

Refer to the chapters titled *Control Information*, and *Voucher Receivings*, for more information about subsequent processing of the miscellaneous charges.

If you specified a "Print P.O." type form ID, you then see "Please mount P.O. forms on printer. Type 'DONE' when ready". Insert the forms on the printer and type DONE when ready.

You are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

If you have defined multiple printers, select the printer on which the forms are mounted. The receiver forms are then printed.

When the receiver forms have been printed, you are asked "Are Receiver forms just printed OK ?". Answer Y if the printed forms are acceptable to proceed with receiving. Answer N if the printed forms are not acceptable or if you wish to prevent receiving. If you answer N, you are then asked if you wish to reprint the forms. Answer Y to reprint the forms or N to exit the function.

If you specified an "Export P.O." type form ID, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the Form ID you have selected. The export file is then created on your hard disk.

If you specified "None" for Form ID, or after the printed receivers have been accepted or the export file has been created, you are asked "OK to receive order ?". Answer Y to proceed with posting, or answer N to prevent creating the receiving transactions.

Posting Results

When posting proceeds, receiving transactions are created for each non-miscellaneous item for the quantity received. No transactions are created for drop-shipped P.O.'s. Any miscellaneous charges "included in inventory" will increase the cost of the inventory transaction.

P.O. lines are deleted for the items that have no remaining quantity backordered. If no P.O. lines remain with ordered or backordered quantities, the P.O. is also deleted.

Automatic posting of receivings

Following a [Tab] out after receiving items in *PA -> Receivings -> Receive PO's and Receive without a PO*, a new question will be displayed. "Post receivings to inventory now? If the response is [Y] then all valid IC transactions will be posted. If the response is [N], proceed as noted below.

The inventory receiving transactions are not automatically posted. They may be edited as required and posted, using the I/C *Inventory* selection, at which time I/C distribution to G/L entries are created, and the item's quantity on hand, replacement cost, and average cost are updated!

If there is a vendor item record matching the vendor/item combination on this P.O., and if this P.O. is recorded as its "Last Purchase Order" (Refer to the chapter titled *Vendor Items*), the date received, quantity received, and cost per stocking unit are updated in the vendor item record's "Last Purchase Order" information.

If you received an allocated purchase order, receiving transactions are created for the "ship-to location", and transfer requests are automatically generated to transfer allocated quantities of the received items from the "ship-to location" to the other locations in the location group. Use the *Transfer out* function to print an edit list and post these requests. Refer to the chapter titled *Transfers*, for more information on processing the transfers.

For items with quantity backordered, the P.O. lines are updated so that the default quantity received is set to the backordered amount, the backorder quantity is set to zero, and the P.O. remains on file.

If you specified in the P/A Control file to retain received P.O. history, the receiving's "header" and line item information is updated to the Received P.O. History file.

If you specified in the P/A Control file to retain merchandise history, line item information for miscellaneous items and for drop-ship items is then updated for Merchandise History. (Merchandise History and Inventory History (if using) for non-miscellaneous and non-drop-ship items will be updated when you post the inventory receiving transactions in I/C.)

If you are using multi-location purchasing, copies of received P.O.'s are written into the appropriate files. At the Hub, if a P.O. is received for a Satellite location, a copy of the received P.O. is written into the Satellite's P/A Location Change file. At a Satellite, a copy of any received P.O. is written into the P/A Satellite Transmission file.

Cancelling a Purchase Order

To cancel a purchase order, use *Receive P.O.'s* to display the P.O. to be cancelled. When the P.O. header screen is displayed, press F3. You are asked "OK to cancel this P.O. ?". If you answer N, no action is taken on the purchase order. If you answer Y, the order and its line items are deleted from the open orders.

If you specified to retain received P.O. history in the P/A Control file, entries are made in the Received P.O. History file for the cancelled P.O. and line items.

If you are using multi-location purchasing, copies of cancelled P.O.'s are written into the appropriate files. At the Hub, if a P.O. is cancelled for a Satellite location, a copy of the cancelled P.O. is written into the Satellite's P/A Location Change file. At a Satellite, a copy of any cancelled P.O. is written into the P/A Satellite Transmission file.

Receiving Without a P.O.

Multi-site Note: In a multi-site configuration, when a site is not authorized to create

PO's, the *Receiving without P.O.* function is disabled.

This selection allows you to receive items from a vendor when a P.O. has not been entered.

Select *Receive without P.O.* from the *Receivings* menu.

You see a screen similar to this:

The screenshot shows a software interface for 'Receivings' with the title 'Receive without P.O.' and the company name 'Acme Enterprises Inc.' in the top right corner. The interface lists 12 numbered fields for data entry:

- * 1. P.O.# (with a blue input box)
- * 2. Vendor
- * 3. Location
- * 4. Order date
- 5. Delivery date
- 6. Cancel date
- 7. Vendor adrs-#
- 8. Buyer
- 9. Ship-via
- 10. F.O.B.
- 11. Terms
- 12. Special msg

At the bottom left, there is a legend: **F2** = next P.O.#

(If you are not using multi-warehousing, the "Location" field does not display and all field numbers will be one less than the numbers shown.)

This screen is almost identical to the first screen of *Purchase requests » Enter*. Refer the chapter titled *Purchase Requests*, for instructions on completing this screen. Note the following differences:

- F1 is not available to search for on-file purchase orders.
- If you are using multi-location purchasing and you are a satellite, you can only create a "receivings without P.O." for your own location.
- When the cursor is positioned at the "Delivery date" field, you cannot copy from another purchase order or purchase request.
- You cannot enter drop-ship information.
- You cannot enter allocated receivings.

The user defined entry screen is identical to that for *Purchase requests » Enter*. Refer to the *Purchase Requests* chapter for details.

The line item entry screen for *Receivings » Receive without P.O.* is also almost identical to that for *Purchase requests » Enter*. Refer to the *Purchase Requests* chapter for instructions on entering line items that are being received. Note the following differences:

- There are two additional options at the "Item number" field:
 - [F2] To post the receiver for all line items (see Posting the Receiver earlier in this chapter)
 - [F7] To abort entry of the P.O.
- Only the quantity received is entered. The quantity ordered for each line item is set to "0".
- Serial and lot numbers can be entered when receiving without a P.O. (see the sections titled **Serialized Line Items** and **Lot-controlled Line Items** earlier in this chapter).

After entering a receiving without a P.O., if you do not then immediately post (using F2), you must later use *Receivings » Receive P.O.'s* to post the receiver.

If you later access this P.O. using *Receivings » Receive P.O.'s* and change the receive mode of the order to "Selected lines", all lines are automatically selected.



Chapter 15

Batch Printing

Use this selection to print forms for a group of purchase requests, open purchase orders, or transfers. Text files can also be created (exported) using this selection.

To Begin

Select *P.O.*'s from the *Batch printing* menu.

Printing Purchase Order and Receiver Forms

If you select to print P.O. forms, the screen appears similar to this after you have completed it:

Batch printing Acme Enterprises Inc.
P.O.'s

1. Form ID

2. Batch print for

3. Starting P.O.#

4. Ending P.O.#

5. Starting vendor #

6. Ending vendor #

7. Starting order date

8. Ending order date

9. Starting delivery date

10. Ending delivery date

11. Ship-via

12. Buyer

13. Location

14. Reprint prt'd P.O.

F1 = next form ID

NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Location" field.

Enter the information as follows:

Form ID

Enter the ID of the form to be used to print or F1 to scan through the P.O. forms in the Form file.

Batch print for

Enter P to print purchase orders, or enter R to print purchase requests.

Starting P.O. #

Ending P.O.#

Enter the range of P.O.#'s to be printed. Follow the screen instructions.

Starting vendor #

Ending vendor #

Enter the range of vendors for which orders are to be printed. Follow the screen instructions.

Starting order date**Ending order date**

Enter the range of order dates of the orders to be printed, or ENTER for the current date.

Starting delivery date**Ending delivery date**

Enter the range of delivery dates for the P.O.'s to be printed, or ENTER for the current date.

Ship-via

Enter the delivery method for the P.O.'s to be printed, or F1 for "All" ship-via methods.

Buyer

Enter the person, group, or office that initiated the orders to be printed, or F1 for "All" buyers.

Location

If you are using multi-warehousing, enter the location of the P.O.'s to be printed, or F1 for "All" locations.

To print an allocated purchase request that is "separate", specify the "Central" location. To print an allocated purchase request or purchase order that is "merged", specify its "Ship-to loc" location.

Reprint prt'd P.O.

Answer Y if you want to include P.O.'s that have already been printed. This is ideal for reprinting posted PO's.

If you specified a "Print" type form, you are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The purchase requests or purchase orders are then printed on the selected printer, using the form ID you have entered.

If the form ID specified is an "Export" type form, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the form ID you have selected. The export file is then created.

NOTE: If a form is batch printed for a "separate" allocated purchase request before it

is posted, the form reflects the request before it is split. When the same request is posted, multiple forms are printed because the request will have been split into separate P.O.'s.

Printing Transfer Forms

Select *Transfers* from the *Batch printing* menu.

If you select to print transfer forms, the screen appears similar to this after you have completed it:

The screenshot shows a software window titled 'Batch printing' with a subtitle 'Transfers' and the company name 'Acme Enterprises Inc.' in the top right corner. The window contains a list of ten numbered prompts for data entry:

1. Form ID
2. Batch print for
3. Starting transfer #
4. Ending transfer #
5. Starting ship date
6. Ending ship date
7. Starting receiving date
8. Ending receiving date
9. From location
10. To location

At the bottom left, there is a status bar that reads 'F1 = next form ID'. A small cursor is visible next to the first prompt, '1. Form ID'.

Enter the information as follows:

Form ID

Enter the ID of the form to be used to print or export the transfers, or F1 to scan through the transfer forms in the Form file.

Batch print for

Specify the type of transfer to print or export. Your choices are:

- I transfer-ins
- O transfer-outs
- A transfers acknowledged as fully received

E transfers acknowledged as received with exceptions
U unposted transfer requests

Starting transfer #
Ending transfer #

Enter the range of transfer numbers to be printed. Follow the screen instructions.

Starting ship date
Ending ship date

Enter the range of ship dates for which transfers are to be printed. Follow the screen instructions.

Starting receiving date
Ending receiving date

Enter the range of receiving dates of the transfers to be printed, or ENTER for the current date.

From location

Enter the from (shipping) location of the transfers to be printed, or F1 for "All" from-locations.

To location

Enter the to (receiving) location of the transfers to be printed, or F1 for "All" to-locations.

If you specified a "Print" type form, you are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The transfers are then printed on the selected printer, using the form ID you have entered.

If the form ID specified is an "Export" type form, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the form ID you have selected. The export file is then created.



Chapter 16

Voucher Receivings

This chapter explains how to create Accounts Payable vouchers from received P.O.'s and how to manually mark received P.O.'s that have been vouchered in Accounts Payable.

To Begin

Select *Voucher receivings* from the P/A menu.

After you specify a completed P.O. receiver, you see a screen similar to this:

Voucher receivings Acme Enterprises Inc.

P.O.#	168	Recvr-#'s	10054	Date-recvd	5/15/20	Total-cost	68.00
Vendor	SAMCO						
Samco Software Inc.							

1. Dist date	5/15/20	8. Due days
2. Invoice #		9. Due date
3. Invoice date		10. Disc days
4. Invoice amt		11. Disc date
5. GST amt		12. Disc pct
6. Non-disc amt		13. Disc amt
7. Reference		14. Disc acct
		15. Branch

Press **F1** to manually mark receiver as vouchered

Enter the information as follows:

P.O.#

Enter the purchase order number against which the receiver was posted.

Recvr-#'s

Enter up to four receivers that were posted against the purchase order, or F1 to find the first unvouchered receiver. After the first receiver, to find the next unvouchered receiver for this P.O. (Note: only receivers with matching miscellaneous charges will be processed.)

To end selection of receivers for this voucher press ENTER.

When you specify a receiver, you have the following options:

- Y To accept the receiver
- N To reject the receiver and return to the entry field
- F1 To find the next unvouchered receiver for this P.O.
- F2 To view the receiver's information

If you press F2, you see a screen similar to this:

Voucher receivings Acme Enterprises Inc.

P.O.# Recvr-# Total-cost
 Vendor Ord-date
 Rcv-date
 Location Buyer

Item-#	Qty-ord'd	Unit	Qty-rec'd	Unit-cost	Comment
22	24	GAL	24	10.95	

End of receiver, press **ENTER** for more information, **ESC** to end view

Press **ENTER** to see description lines, item category, and item sub-category for each item. If you are using Apparel, the second description line shows colour/size information.

If the receiver you accept has been manually marked as vouchered, you have the option to remove the vouchered status and accept the receiver for this voucher.

Dist date

Enter the date to be assigned to all distributions for this voucher, or use one of the options:

- ENTER** For the displayed default date, which initially defaults to the current date and subsequently defaults to the last date entered
- F1** To manually mark the receiver(s) as vouchered, and not create an Accounts Payable voucher

If you press **F1**, an additional field is displayed:

Voucher number

Enter the voucher number that includes the specified receiver(s). You are then returned to the "P.O.#" field, and no additional entries are required.

Invoice

Enter the vendor's invoice number.

If this number has already been used for this vendor, you see a warning message.

Invoice date

The invoice date is used for automatic calculation of the due date and the discount date for this voucher.

Enter the invoice date, or ENTER to use the "Dist date" entered in field number 1.

Invoice amount

Enter the invoice amount, or F1 to default to the voucher total shown in the "Vchr-total" field.

You cannot bypass this field or enter 0.

GST amount

Enter the GST portion of the total invoice amount or F1 to default to the amount calculated using the GST percentage in the A/P Control File.

Non-disc amount

Enter the amount that is not eligible for a discount, or F1 to default to total miscellaneous charge and taxes not included in inventory.

Reference

Enter any reference information you wish for this voucher.

Due days

(If this vendor uses proximo terms, the field is "Due day".)

This is the number of days from the invoice date when the receiver is due for payment. The default due date (below) is calculated from the entered number and displayed. Enter the number of days, or use one of the options:

F1 To display automatically fields number 8 through 14. Entries for due days, due date, discount days, discount date, discount percent, discount amount, and discount account are based on the information in the Vendor file.

ENTER Skip entry of due days, and enter the due date directly in field number 9.

Due date

Enter the due date, or press ENTER to use the vendor's invoice date entered above, plus the due days specified above.

Disc days

(If this vendor uses proximo terms, the field is "Disc day".)

This is the number of days from the invoice date within which payment must be made to receive the vendor's discount. The default discount date (below) is calculated from the entered number and displayed. Enter the number of days, or ENTER for no discount days. This field and the next are set to "None", **Disc pct** and **amt** are set to ".00", and **Disc acct** shows "(Not applicable)".

Discount days cannot be greater than due days entered above.

Disc date

Enter the disc date, or ENTER to use the vendor's invoice date plus the discount days.

Disc pct

Enter the discount percent, or ENTER to use the discount percent entered in the Accounts Payable Vendor file.

If you enter a percent here, the discount amount is calculated and displayed. If you skip this field and enter a discount amount, the discount percent is calculated and displayed.

Disc amt

If you enter 0 for **Disc pct** or if you access this field from "Field number to change ?", you can enter the discount amount. The discount amount must be positive, to match a positive invoice amount.

Disc acct

Enter the account to which discounts taken are posted, or F1 to use the discount account from the Vendor file.

15. Branch ?

If you answered Y to branch processing in the A/P control file, enter the valid G/L account section profit centre for this branch as set up in *Valid sections » System functions*.

Branch processing allows you to enter vouchers received from vendors billed directly

to your branch locations and identify the branch (profit centre) they were billed to. Your check form (in A/P) can then be designed to group the vouchers printed on the check stub by branch.

For further details, see the chapter titled *Payables* in the *Accounts Payable* manual.

Expense Distributions

After information is entered for fields 1 through 15, the screen displays additional fields for the entry of expense distributions. Up to six distributions can be entered. For each distribution, enter the information as follows:

Acct-#

Enter the account number for the expense distribution, or use one of the options:

- F1 To default to the B/S liability account in the I/C Control file. This option is only available if you are entering the first expense distribution. This account is an offset to Accounts Payable.
- F2 To generate default distributions. This option is only available if you are entering the first expense distribution and (1) the amount to be distributed equals the entered invoice amount, (2) the total-cost equals the entered invoice amount, or (3) the total-cost equals the entered invoice amount less the Non-disc amount.
- TAB To end entry of distributions.

If you press F1 to default to the B/S liability account in the I/C Control file, the account is displayed, and you continue to the "Distrib-amt" field.

Voucher Distributions

The default distributions are:

- The B/S liability account in the I/C Control file is debited for the cost of the non-miscellaneous items, including miscellaneous charges specified in the P/A control file as included in inventory,
- The B/S liability account for GST in the A/P Control file is credited
- The B/S inventory accounts in the Item file records of the miscellaneous items are debited for the cost of the miscellaneous items, and
- If you specified in the P/A Control file that miscellaneous charges are not included in inventory, the miscellaneous charge accounts in the P/A Control

file (with the entered profit center) are debited for the amounts of the miscellaneous charges.

NOTE: If the receiver(s) include miscellaneous inventory items, it may not be possible to generate default distributions. If more than six distributions are needed due to miscellaneous items' having different B/S inventory accounts, default distributions are not generated, and a message to that effect is displayed.

If you press TAB while the amount remaining to be distributed is not .00, you are asked if you want to abort the voucher. Answer N to return to the "Acct-#" field, or answer Y to remove entries for expense distributions and fields 1 through 14 and begin again at the "Dist-date" field.

If you press TAB when the amount remaining to be distributed is .00, you are asked if it is OK to voucher this receiver. Answer Y to create the Accounts Payable voucher and distribution transactions, or answer N to remove entries for expense distributions and fields 1 through 13 and begin again at the "Dist-date" field.

Distrib-amt

Enter the amount of the distribution, or use one of the options:

BLANK For an existing account number entry to delete the distribution

F1 To default to the "Amount remaining", displayed at the bottom right of the screen.

Results of Voucher Creation

When *Voucher receivings* has created an Accounts Payable voucher for a receiver, the receiver remains in Received P.O. History, but it is marked as "computer vouchered to A/P". You cannot "unvoucher" such a receiver. You can "unvoucher" a receiver that has been manually vouchered.

An Accounts Payable voucher is then created that contains a type of "Regular". The voucher is accessible through the A/P *Payables* selection for editing and posting.



Chapter 17

Transfers

This chapter explains how to enter, edit, receive, and reconcile transfers.

Transfers allow you to monitor the transfer of goods from one location to another and to reconcile any difference between what was shipped and what was received. The transfer functions described here are available only if you indicated that you are using multi-warehousing in the I/C Control file.

When using multi-location transfers (as specified in the P/A Control file), notification of the transfer and receipt of transferred goods can be transmitted electronically between locations. The Hub serves as the central routing point for these transmissions and is also responsible for reconciling the differences.

When an allocated purchase order (an order received at a single site which is then disbursed to other locations) is received, transfers can automatically be initiated.

There are three P/A menu selections that you will use to enter, edit, receive, and reconcile transfers: *Transfer out*, *Transfer in*, and *Reconcile transfers*. If you are using multi-location transfers, you will also use a fourth selection: *Import from remote site*.

Typically, you will use the transfer functions in this manner:

1. Enter a transfer request, using *Transfer out* » *Enter*. The request is usually entered by the sending location.

Use *Transfer out* » *Edit list* to print an edit list of the transfer request for review purposes. Then post the transfer request, using *Transfer out* » *Post*. A transfer document can optionally be printed.

When using multi-location transfers, a copy of the Transfer-out ("TO") document is transmitted to the location that will receive the transferred goods. The receiving location brings the Transfer-out document into its system, using the *Utility » Import from remote site* selection.

2. When the receiving location actually gets the goods, it updates its copy of the Transfer-out document with any discrepancies, using *Transfer in*. This selection is also used to receive transferred goods when a Transfer-out document does not yet exist on the receiving location's system.

After verifying the information, the receiving location presses F2 in *Transfer in* to post the displayed Transfer-in document. The transfer is then removed from the receiving location's system.

3. Inventory transfer transactions are created for any item that was received without discrepancy. Those transactions must then be posted, using the *I/C Inventory » Post* selection.

When using multi-location transfers, a copy of the Transfer-in ("TI") document is transmitted to the Hub. The Hub brings the Transfer-in document into its system, using the *Utility » Import from remote site* selection.

The Hub reconciles any discrepancies on the Transfer-in document, using *Reconcile transfers » Enter*. After verifying the information, it posts the document using *Reconcile transfers » Post*. Inventory transfer transactions are then created for any item for which a transfer transaction has not previously been created, and the transfer document is removed from the Hub's system.

If you specified in *P/A Control information* that you are using multi-location transfers, your choices in *Transfer out* are limited by your entry for "Transfer authority" in *P/A Control information*. If a Satellite location has no transfer authority ("None"), that location cannot enter transfer requests. If its authority is "this location", the satellite can enter, change, and post transfer requests for transfers from its own location. If the satellite has authority for "all locations", it may enter, change, and post transfer requests for transfers from or to any location.

To Begin

Select *Enter* from the *Transfer out* menu.

Entering Transfer Requests

A screen appears. You see a screen similar to this:

Transfer out Acme Enterprises Inc.
Enter

* 1. Transfer #

* 2. From location

* 3. To location

4. Ship date

5. Shipped by

6. Comment

F1 = next transfer F2 = next transfer #

Enter the information as follows:

Transfer

Enter the transfer number, F1 to find the next transfer request (if one exists, you may change the information as described below), or F2 to use the next transfer number, if one has been specified in the P/A Control file.

From location

Specify the location (warehouse) code from which this transfer is shipped, or press ENTER for the first transfer, to use the "Central" location; in subsequent transfers, to use the last from-location entered

If your transfer authority in *P/A Control information* is "this location", your location is displayed here and entry is not allowed.

To location

Specify the location (warehouse) code to which this transfer is shipped, or ENTER for the first transfer, to use the "Central" location; in subsequent transfers, to use the last to-location entered

This location must be different than the "From location".

Ship date

Enter the date the transfer is shipped, F1 to use the current date, or ENTER to use the last ship date entered.

Shipped by

Enter the name of the person initiating this transfer, or F1 to use the last shipped by name entered.

Comment

Enter any text you want to appear on transfer forms, or F1 to use the last comment entered.

Line Items

After you press ENTER at "Field number to change ?" another screen is displayed. When a line item has been entered, you see a screen similar to this:

Transfer out Acme Enterprises Inc.
Enter

Transfer #	50014	From-loc	Cen	Central	Retl	247.92
Ship date	4/15/20	To-loc	1	Main	Qty	12

Item number	Description	Qty-shipped	Price-1	Extended
22	Paint, Enviro Latex White	12	20.66	247.92
Comment				

Use ^ PgUp PgDn, Home End, F1 = next item, blank = look up by description
F5 = bar code lookup, F6 = keyword lookup

Use this screen to specify the items to be transferred. For an existing transfer request, the line items previously entered are displayed. You may edit them as described in the section below titled **Changing Line Item Information**.

At the top of the screen, the transfer number, from- and to-locations, and shipping date are displayed, along with running totals for retail value or cost (as specified in the P/A Control file), and quantity transferred (in stocking units).

Enter line item information as follows:

? Item number

For a new line item, enter the item number or bar code of the item to be transferred or use one of the options:

- F1 For the next item in the Item file
- ENTER To look up the item by description
- F5 To enter a bar code that is greater than 15 characters
- F6 To search for the item by "keyword" search

You may also use the following keys to position the cursor:

- Up/Dn To scroll the items down or up
- PgDn To view the next eleven items
- PgUp To view the previous eleven items
- END To move beyond the last item on the request to the item number field for a new entry
- HOME To move to the first item on the request
- TAB To record the changes and return to the first *Transfer out » Enter* screen

Searching When Item Number not Known (Option F6)

If you press F6, you can search for the item using the keyword methods that were specified in the *I/C Control information* selection.

The first keyword method you have specified in *I/C Control information* appears as the default search method. Press F2 to switch to a different search method. If you have selected no keyword methods, then "Item number" displays as the search method.

After entering the search information, the first eight items that match the characters you enter are displayed along with their categories and other pertinent information, depending on the search method.

Enter the search information or use TAB to return to the transfer request information screen.

Use the up/dn arrow keys or enter the line number of the item to move the highlight to an item, and press ENTER to select the highlighted item. You may also use one of the options:

- PgDn To view the next eight items that match the characters entered
- PgUp For subsequent pages, to view the previous eight items
- TAB To stop the search process without selecting an item. You may enter different search information, or press TAB again to return to "Item number".

Qty-shipped

Enter the quantity of the item to be transferred in stocking units, or F2 if the item has alternate units, to enter the quantity in terms of an alternate unit (which will be converted to stocking units after entry).

If you are using Apparel and the item is gridded, quantities are entered into a grid rather than at the "Qty-shipped" field. The total of the grid quantities then appears for "Qty-shipped".

When serialized and lot-controlled items are being transferred, serial numbers and lot numbers cannot be specified until inventory transfer transactions have been created. Use *I/C Inventory (Enter)* to specify the serial numbers or lot numbers prior to posting the transfer transactions.

Decimal quantities are not allowed for serialized or gridded items.

Comment

Enter any comment you wish for this line item.

When the line item is complete, you are asked "Any change ?". Answer Y to make changes to the line item, or answer N.

Continue to enter line items. When you have completed entry of all line items, press TAB. You are then returned to the first *Transfer out » Enter* screen where you may enter another transfer request.

Changing Line Item Information

You can review all entered item information, even for items that have scrolled off the screen.

Use the cursor positioning keys to view line items that have scrolled off the screen, and to select the line item to change. Then select an option:

ENTER To initiate changes to the line item

F3 To delete the line item

Printing a Transfer Out Edit List

This selection allows you to print an edit list of the transfer requests that have been entered but are not yet posted. You should use this list to verify that they are correct before you post the requests and print transfer documents.

Select *Edit list* from the *Transfer out* menu.

When entries are complete for the Transfer Out Edit List, you see a screen similar to this:

Transfer out
Edit list

Acme Enterprises Inc.

Please enter

1. Starting transfer #
2. Ending transfer #
3. From location
4. To location
5. Ship date
6. Print in order by
7. Post by user

Press **F1** for "First"

Enter the information as follows:

Starting transfer #

Ending transfer #

Enter the range of transfer request numbers to include on the list. Follow the screen

instructions.

From location

Enter the from-location code of the transfer requests to include on the list, F1 for "All" locations, or ENTER for the "Central" location.

To location

Enter the to-location code of the transfer requests to include on the list, F1 for "All" locations, or ENTER for the "Central" location.

Ship date

Enter the ship date of the transfer requests to include on the list, or F1 for "All" ship dates.

Print in order by

Enter N to print the list in sequence by transfer number, F for from-location, or T for to-location.

Check the Transfer Out Edit List for warning messages regarding transfer requests that will not be posted. If such a message appears, use the appropriate menu selection to correct the error prior to posting the transfer requests.

Posting Transfer Requests

Printing Transfer Forms

Select *Post* from the *Transfer out* menu.

After you specify posting information, you see a screen similar to this:

Transfer out
Post

Acme Enterprises Inc.

Please enter

1. Starting transfer #
2. Ending transfer #
3. From location
4. To location
5. Ship date
6. Print in order by
7. Post by user
8. Form ID

Press **F1** for "First"

Enter the information as follows:

Starting transfer #

Ending transfer #

Enter the range of transfer numbers to post. Follow the screen instructions.

From location

Enter the from-location code of the transfer requests to post, F1 for "All" locations, or ENTER for the "Central" location.

To location

Enter the to-location code of the transfer requests to post, F1 for "All" locations, or ENTER for the "Central" location.

Ship date

Enter the ship date of the transfer requests to post, or F1 for "All" ship dates .

Print in order by

Enter N to print the Transfer Out Register in sequence by transfer number, F for from-location, or T for to-location.

Form ID

Enter the ID of the form to be used to print the transfer documents (a "Print transfer" form type) or to create a text file (an "Export transfer" form type), or use one of the options:

F1 To default to the Transfer-out form ID specified in the P/A Control file

F2 To scan through the transfer forms in the Form file

ENTER For "None" if the transfer information is not to be printed or exported

If you specified a "Print transfer" type form ID, you then see "Please mount transfer forms on printer. Type 'DONE' when ready". Insert the forms on the printer and type DONE when ready.

You are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

If you have defined multiple printers, select the printer on which the forms are mounted. The transfer forms are then printed.

When the transfer forms have been printed, you are asked "Are transfer forms just printed OK ?". If the printed forms are acceptable, answer Y to proceed with posting. Answer N if the printed forms are not acceptable or if you wish to prevent posting. If you answer N, you are then asked if you wish to reprint the forms. Answer Y to reprint the forms or N to exit the function.

If you specified an "Export transfer" type form ID, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the Form ID you have selected. The export file is then created on your hard disk and the total number of items and quantity transferred is shown on the screen.

If you specified "None" for Form ID, or after the printed transfer forms have been accepted or the export file has been created, you are asked "OK to post transfers ?". Answer Y to proceed with posting, or answer N to prevent posting.

At posting time, the Transfer Out Register is printed and the transfer requests are then posted. Error messages are shown on the register for any transfer requests that could not be posted.

After posting, transfer requests are referred to as "Transfer-outs" and have a status of "Out". They are one kind of "open transfers" and can be included in an Open Transfer Report, described later in this chapter in the section titled *Open Transfers Report*.

Receiving the Transferred Merchandise

If you are using multi-location transfers, Transfer-outs that do not originate at the Hub are first transmitted to the Hub and imported, using *Utility » Import from remote site*. The Hub then transmits them to the appropriate receiving location. They are then imported at the receiving location, using *Utility » Import from remote site*.

Use the *Reconcile transfers » Open transfers* selection to print a report of all transfers with a status of "out" to determine the transfers that have not yet been received.

Use the *Transfer in* selection at the receiving location to indicate what merchandise was actually received. This is done by entering any discrepancies on the corresponding Transfer-out.

When the Transfer-out is initially created, the quantity received for each item is set equal to the quantity shipped, in anticipation of a complete transfer. Use *Transfer in* to change the quantity received for an item if it differs, or to add additional items that are not shown on the Transfer-out.

After the Transfer-in information has been entered, press F2 to actually post the Transfer-in. Inventory transfer transactions are then created for any non-miscellaneous item that was received without discrepancy, depending on the "reconcile transfers for" setting in the P/A Control file. The transfer record is then removed from the P/A system.

If a Transfer-out record has not yet been imported at the receiving location when the actual merchandise arrives, you have three options:

- wait to enter the Transfer-in information until the Transfer-out record has been imported
- enter the Transfer-in as an "Acknowledge receipt" (transfer status = "A")
- enter the transfer as an "Acknowledge receipt with exceptions" (transfer status = "E")

An "Acknowledge receipt" allows you to specify that you have received all merchandise exactly as it was shipped, even though the Transfer-out record is not yet available. An "Acknowledge receipt with exceptions" indicates that you have received the merchandise but there are discrepancies from what was supposed to have shipped. Line item information is not specified for either an "Acknowledge receipt" or "Acknowledge receipt with exceptions", nor are inventory transfer transactions created when these types of transfers are posted.

When using multi-location transfers, posted transfers are transmitted to the Hub for reconciliation. At the Hub, these Transfer records have a status of "In", "A", or "E".

To Begin

Select *Transfer in* from the P/A menu.

After you specify an on-file transfer, you see a screen similar to this:

Transfer in
Enter

Acme Enterprises Inc.

* 1. Transfer # 50003

From location 1 Main

To location 2 Elm St.

2. Ship date 4/15/20

3. Shipped by A. Jones

4. Post by user SSI

5. Comment April Realignment

Answer Y or N, F1 = next transfer

Right transfer ? Y

Use this selection to receive a transfer and create inventory transactions, and to change the quantity received of items prior to receiving the transfer. If the quantity received for all items is the same as the quantity shipped, you do not need to enter any quantities received.

Enter the information as follows:

Transfer

Select the transfer being received. You can select a transfer by entering its transfer number, searching through all on-file transfers, or searching only the transfers for a selected from-location.

Enter the transfer number, F1 to find the next open transfer, or F5 to find transfers for a specific from-location.

If you press F1, the next transfer is displayed and you are asked if it is the right transfer. Answer Y or N.

If you press F5, you can enter a location code or F1 to scan through the locations in the I/C Warehouse file.

After you have specified a from-location, the first transfer coming from that location is displayed and you are asked if it is the right transfer. Answer Y or N.

If you are using multi-location transfers and there is no transfer on file with the number you entered, you see:

Transfer not on file - please select:

A = acknowledge receipt E = acknowledge receipt with exceptions END = exit

Enter A to specify that the transfer was received exactly as shipped. Enter E to specify that the transfer was received with exceptions. Press TAB to cancel the entry. If you answer A or E, the *Transfer in* posting screen is displayed (see the section below titled **Posting the Transfer-in**).

This screen shows the "header" information that was initially entered for the transfer request.

While the header screen is displayed, you may make changes as usual, or use one of the options:

F1 To find the next transfer

F2 To receive (post) this transfer

ENTER To proceed to the line item screen

At any point while this screen or the next is displayed, you may press [F2] to post the Transfer-in. Be sure you have made any changes necessary to the "Qty rec'd" for the line items prior to pressing [F2].

Warehouse transfers posted in *Transfer out*, which have not been completed, can be deleted here by selecting the transfer number and pressing [F3].

Changes can be made to the line item information. After such a change you see a screen similar to this:

Transfer in Acme Enterprises Inc.

Enter

Transfer #	50003	From-loc	1	Main	Retl	2,250.00
Ship date	4/15/20	To-loc	2	Elm St.	Qty	125

Item number	Description	Qty-shipped	Qty-rec'd	Variance
3	Wrench, 3/8" Socket Set	125	125	

Price-1 18.00

Extended 2,250.00

Use ^ gUp PgDn Home End ENTER to make changes, F2 = post transfer-in
 F5 = look up a line item, F6 = add a line item, F7 = set quantities received

At the top of the screen, the transfer number, from- and to-locations, and shipping date are displayed, along with running totals for retail value or cost (as specified in the P/A Control file) and stocking units transferred.

Use the following keys to position the cursor to add or change a line item:

- Up/Dn To scroll the items down or up
- PgDn To view the next ten items
- PgUp To view the previous ten items
- END To move to the last item on the transfer
- HOME To move to the first item on the transfer

The following options are also available:

- ENTER To make changes to the highlighted line item (see **Changing a Line Item** below)
- F2 To receive (post) the transfer (see **Posting the Transfer-In** below)
- F5 To find a line item on the transfer by item number, bar code, or keyword (see **Finding a Line Item** below)

- F6 To add an item to the transfer (see **Adding a Line Item** below)
- F7 To set quantities received (see **Setting Quantities Received** below)

Changing a Line Item

After you have specified the line to be changed, change its information as follows:

Qty-rec'd

Enter the quantity of the item that was actually received for this transfer, or use one of the options:

ENTER to retain the current quantity received

- F2 If the item has alternate units, to enter the quantity in terms of an alternate unit (which will be converted to stocking units after entry)

If you enter a quantity that is greater than the quantity shipped, a warning message appears.

If you are using Apparel and the item is gridded, you will be given the option to enter quantities in a grid format or in a list. Press F1 to enter in grid format, or F2 to enter in list format. When completed, the total of the received quantities for all colour/size combinations then appears for "Qty-rec'd".

Decimal quantities are not allowed for serialized or gridded items.

Variance

The difference between quantity shipped and quantity received is displayed in this field, and an entry is not allowed. The variance is negative when quantity received is less than quantity shipped. The variance is positive when quantity received is greater than quantity shipped. The variance is blank when quantities shipped and received are equal.

Comment

You may change the comment or press ENTER to retain the comment as displayed.

Finding a Line Item

If you press F5 to find a line item, the cursor is positioned at "Item number". Enter the item number of the line item, or use one of the options:

- F1 For the next item on the transfer

- F5 To enter a bar code that is greater than 15 characters
- F6 To search for the item by "keyword" (Refer to the section above titled **Transfer Requests** for searching by keyword when the item number is not known.)
- TAB To exit item lookup

Adding a Line Item

If you press F6 to add a line item to the transfer, the existing line items scroll up so that you may add the new line.

Enter the line item information as follows:

Item number

For a new line item, enter the item number or bar code of the received item or use one of the options:

- F1 For the next item in the Item file
- ENTER To look up the item by description
- F5 To enter a bar code that is greater than 15 characters
- F6 To search for the item by "keyword" (Refer to the section above titled **Transfer Requests** for searching by keyword when the item number is not known.)
- TAB To exit the add items function

Refer to the section above titled **Transfer Requests** for more information on adding a line item.

Setting Quantities Received

If you press F7 to set quantities received, you are asked whether to set all received quantities equal to the shipped quantities or to zero. Enter S to set the received quantity for each item (including colour/size quantities received for gridded items) equal to the shipped quantity. Enter Z to set the received quantity for each item (and each colour/size) to 0.

Posting the Transfer-In

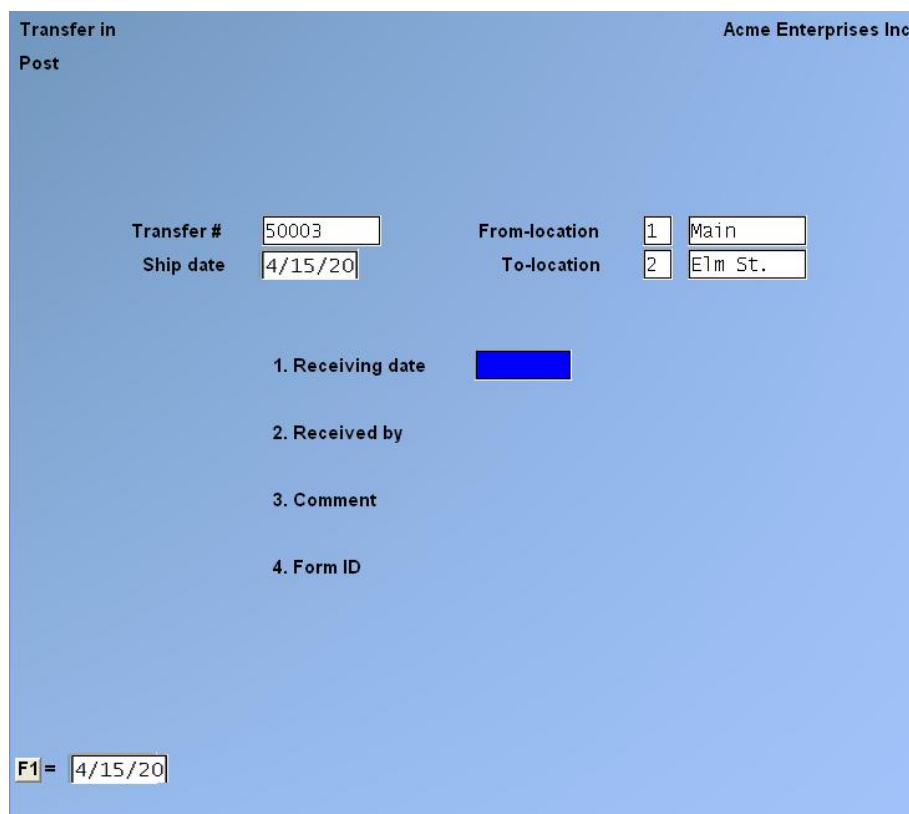
If the actual quantity received of an item is different than the quantity shipped, change the quantity received prior to posting the Transfer-in.

When you press F2 to post the Transfer-in, a transfer transaction is created in the I/C Inventory Transaction file for any non-miscellaneous line item that does not require reconciliation. Reconciliation is not required for a line item if:

- the quantity received is the same as the quantity shipped (a "matched" line), and the "Reconcile transfers for" setting in the P/A Control file is "Exception lines",
or
- the "Reconcile transfers for" setting is "Exception documents" and all line items on the transfer are "matched"

A transfer transaction is not created for any line item when the Transfer-in is posted if "Reconcile transfers for" is set to "All documents", or if it is set to "Exception documents" and there is at least one unmatched line on the transfer.

When you press F2 and specify receiving information, you see a screen similar to this:



Transfer in Post

Acme Enterprises Inc.

Transfer # 50003 From-location 1 Main

Ship date 4/15/20 To-location 2 Elm St.

1. Receiving date

2. Received by

3. Comment

4. Form ID

F1= 4/15/20

Enter the information as follows:

Receiving date

Enter the date to be used as the receiving date (transfer transaction date), or F1 to default to the current date.

Received by

Enter the name of the person receiving this transfer.

Comment

Enter the comment to use as a default comment for the transfer transactions, or F1 to default to the transfer number.

The comment is printed on transfer forms and on reports. This comment is used only for items that do not already have comments entered.

Form ID

Enter the ID of the form to be used to print the transfer form (a "Print transfer" form type) or to create a text file (an "Export transfer" form type), or use one of the options:

F1 To default to the Transfer-in form ID specified in the P/A Control file

F2 To scan through the transfer forms in the Form file

ENTER For "None" if the transfer information is not to be printed or exported

If you specified a "Print transfer" type form ID, you then see "Please mount transfer forms on printer. Type 'DONE' when ready". Insert the forms on the printer and type DONE when ready.

You are then asked "Print alignment ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

If you have defined multiple printers, select the printer on which the forms are mounted. The transfer forms are then printed.

When the transfer forms have been printed, you are asked "Are transfer forms just printed OK ?". If the printed forms are acceptable, answer Y to proceed with posting. Answer N if the printed forms are not acceptable or if you wish to prevent posting. If you answer N, you are then asked if you wish to reprint the forms. Answer Y to reprint the forms or N to exit the function.

If you specified an "Export transfer" type form ID, you are asked to enter the name of the export file to be created. Enter the name, or press ENTER to use the default file name specified for the Form ID you have selected. The export file is then created on your hard disk.

If you specified "None" for Form ID, or after the printed transfer forms have been

accepted or the export file has been created, you are asked "OK to post this transfer in ?". Answer Y to proceed with posting, or answer N to prevent the posting.

If the P/A Control file "Reconcile transfers for" setting requires only exception lines to be reconciled, inventory transfer transactions are created for each "matched" non-miscellaneous item for the quantity received. If transfer transactions are created for all lines, the entire transfer is deleted.

If you specified in the P/A Control file to retain merchandise history, line item information for miscellaneous items is then updated to the Inventory History file.

NOTE: The inventory transfer transactions are not automatically posted. They may be edited as required and posted, using the I/C *Inventory* selection.

Reconciling Transfers

If you are using multi-location transfers, all reconciliation must be performed at the Hub. The Hub must run the *Utility » Import from remote site* selection to import the transfers to be reconciled from a Satellite. Transfers to be reconciled can include posted Transfer-ins, "Acknowledge receipt" and "Acknowledge receipt with exception" documents.

A transfer must be reconciled if it contains a line item whose quantity received is different than what was shipped (an "unmatched" line).

If all line items on a transfer are already matched, reconciliation is not required and the transfer can be posted using *Reconcile » Post*.

Use the *Reconcile » Open transfers* selection to print a report of open transfers, including those requiring reconciliation. This report also allows you to review transfers that have been reconciled but not yet posted.

In general, the "Reconcile transfers for" setting in the P/A Control file controls the transfers that require reconciliation, as follows:

All documents

All transfers must be reconciled, even if all line items are already matched. Inventory transfer transactions are not created when the Transfer-in is posted. They are created when the transfer is reconciled and posted.

Exception documents

Transfers with at least one unmatched line item must be reconciled. Inventory transfer transactions are not created for any line item when the Transfer-in is posted.

If all line items are matched when the Transfer-in is posted, inventory transactions

are created for all items and the transfer is removed from the system.

Exception lines

Transfers with at least one unmatched line item must be reconciled. Inventory transfer transactions are created only for matched line items when the Transfer-in is posted. These line items still appear on the transfer for informational purposes during reconciliation.

To reconcile a transfer, you must reconcile each unmatched line item. To reconcile a line item that is unmatched, run *Reconcile » Enter* and use one of these two methods:

- 1) Change the quantity received and/or quantity shipped as necessary until they are equal and the line becomes "matched", or
- 2) force a match by choosing to ignore or assign responsibility for the difference to either the shipping or receiving location

The transfer can be marked as "reconciled" and posted only after all line items on a transfer are matched or reconciled using one of these methods.

Use *Reconcile » Post* to post transfers that are reconciled or that contain only matched line items. When the reconciled transfer is posted, inventory transfer transactions are created for the non-miscellaneous line items (if a transaction was not previously created). If you forced a match on a line item and specified to charge the variance, an inventory adjustment transaction is also created for the item.

If you specified in the P/A Control file to keep merchandise history, history is also updated for miscellaneous items.

Once the reconciliation is posted, the entire transfer is removed from the system.

Using a Default Reconciliation Method

When a default reconciliation method has been defined in the Hub's P/A Control file, that method is automatically updated to each unmatched line when the Hub imports the Transfer-in.

If the Hub reconciles "All documents" (per the "Reconcile transfers for" setting in the P/A Control file), the transfer must still be reconciled, even though a reconciliation method has been set for each line item.

However, if a default reconciliation method has been specified, and the Hub's "Reconcile transfers for" setting is not "All documents", inventory transfer transactions are automatically created for items and merchandise history is updated (if appropriate) when the Hub imports the Transfer-in. The transfer is then removed from the Hub's system immediately after it is imported.

"Acknowledge receipt" Transfers

If a Satellite processed the Transfer-in as an "Acknowledge receipt" (without exceptions), the transfer must be reconciled only if the Hub reconciles "All documents" (per the "Reconcile transfers for" setting in the P/A Control file).

If the Hub's "Reconcile transfers for" setting is not "All documents", inventory transfer transactions are automatically created for items and merchandise history is updated (if appropriate) when the Hub imports an "Acknowledge receipt" Transfer-in. The "Acknowledge receipt" transfer is removed from the Hub's system immediately after it is imported.

If a Satellite processed the Transfer-in as an "Acknowledge receipt with exceptions", the transfer must be reconciled by the Hub. The Satellite must inform the Hub of the exceptions to the transfer.

To Begin

Select *Open transfers* from the *Reconcile transfers* menu.

Printing the Open Transfers Report

When entries are complete for the Open Transfers Report, you see a screen similar to this:

Reconcile transfers
Open transfers
Acme Enterprises Inc.

Please enter

1. Statuses to include
2. From location
3. To location
4. Starting transfer #
5. Ending transfer #
6. Starting ship date
7. Ending ship date
8. Starting receiving date
9. Ending receiving date
10. Print in order by

O = Out I = In R = Reconciled A = Acknowledged E = Ack. with Exceptions
F1 = "All"

Enter the information as follows:

Statuses to include

Specify the status or statuses of the transfers you wish to include in the report. Your choices are:

- O transfer-outs
- I transfer-ins
- R reconciled transfers
- A transfers acknowledged as fully received
- E transfers acknowledged as received with exceptions

Enter up to four of these statuses, or F1 to include "All" open transfers.

From location

Enter the from-location code of the open transfers to include on the report, F1 for "All" locations, or ENTER for the "Central" location.

To location

Enter the to-location code of the open transfers to include on the report, F1 for "All" locations, or ENTER for the "Central" location.

Starting transfer #

Ending transfer #

Enter the range of transfer numbers to include on the report. Follow the screen instructions.

Starting ship date

Ending ship date

Enter the range of ship dates to include on the report. Follow the screen instructions.

Starting receiving date

Ending receiving date

Enter the range of receiving dates to include on the report. Follow the screen instructions.

Print in order by

Enter N to print the report in sequence by transfer number, F for from-location, or T for to-location.

The current reconciliation method and reconciliation quantity are shown for each line item on an open transfer.

For Transfer-outs, the reconciliation method is always blank and the reconciliation quantity is always equal to the "Qty-rec'd" value.

For other types of transfers, the reconciliation method is one of the following:

(blank) line is "matched" (Qty-shipped equals Qty-rec'd)

* line is "unmatched" and not yet reconciled

1 thru 4 line has been reconciled using the method associated with this number

The reconciliation quantity is equal to the "Qty-rec'd" value, unless the line has been reconciled with a method that indicates to use the "Qty-shipped" value.

Entering Reconciliation Information

Use this selection to reconcile line items by changing the quantity shipped or received or by specifying a reconciliation method for an unmatched line.

Select *Enter* from the *Reconcile transfers* menu.

When you specify a transfer for reconciliation, you see a screen similar to this:

Reconcile transfers Acme Enterprises Inc.

Enter

* 1. Transfer #	50010	Status	In
From location	Cen Central		
To location	1 Main		
2. Ship date	4/15/20		
3. Shipped by	Todd		
4. Ship comment	Ship to Penticton		
5. Receive date	4/15/20		
6. Received by			
7. Receive comment	Transfer-# 50010		

Make changes, F1 = next transfer, F2 = mark as reconciled
Field number to change ? 1

Enter the information as follows:

Transfer #

Select a transfer to reconcile by entering its transfer number, searching through all on-file received transfers, or searching only the received transfers (with a status of "Transfer-in", "Acknowledged", or "Acknowledged with exceptions") for a selected from-location.

Enter the transfer number, F1 to find the next received transfer, or F5 to find transfers for a specific from-location.

If you press F1, the next received transfer is displayed and you are asked if it is the right transfer. Answer Y or N.

If you press F5, you can enter a location code or F1 to scan through the locations in the I/C Warehouse file

After you have specified a from-location, the first transfer from that location is displayed and you are asked if it is the right transfer. Answer Y or N.

While this header screen is displayed, you may make changes as usual, or use one of the options:

F1 To find the next received transfer

F2 To alternate between marking the transfer as reconciled or not reconciled, if all line items are matched or have been reconciled

ENTER To proceed to the line item screen

The line item screen is displayed. After reconciliation information is entered, you see a screen similar to this:

Reconcile transfers Acme Enterprises Inc.

Enter

Transfer #	50010	From-loc	Cen Central	Retl	81.00
Ship date	4/15/20	To-loc	1 Main	Qty	100

Item number	Description	Qty-shipped	Qty-rec'd	Variance
8	1" Steel bolts	100	100	

Price-1 .81 Extended 81.00

Use ^ PgUp PgDn, Home End, ENTER to make changes, F5 = look up a line item
F6 = add a line item, F7 = set reconciliation method for all lines

At the top of the screen, the transfer number, from- and to-locations, and shipping date are displayed, along with running totals for retail value or cost (as specified in the P/A Control file) and the quantity received or reconciled in stocking units.

Use the following keys to position the cursor to add or change a line item:

- Up/Dn To scroll the items down or up
- PgDn To view the next eleven items
- PgUp To view the previous eleven items
- END To move to the last item on the transfer
- HOME To move to the first item on the transfer

The following options are also available:

- ENTER To make changes to the highlighted line item (see **Changing a Line Item** below)
- F5 To find a line item on the transfer by item number, bar code, or keyword (see **Finding a Line Item** below)
- F6 To add an item to the transfer (see **Adding a Line Item** below)

- F7 To set the reconciliation method for all unmatched lines. (See the explanation below for the "?" (Reconciliation method) field.)

Changing a Line Item

After you have specified the line to be changed, change its information as follows:

? (Reconciliation method)

Use this field to specify how to reconcile a line item. Note that for gridded items, quantities must be matched (reconciled) for colour/size combinations, as well as for the line item.

An asterisk (*) displays (and can be entered) in this field for lines that must still be reconciled. A blank space appears for lines that are already matched and do not need to be reconciled.

To reconcile a line item, choose one of these methods:

- 1 transfer as shipped and ignore variance.

"Qty-shipped" is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.

- 2 transfer as shipped and charge variance to to-location.

"Qty-shipped" is used as the quantity for the inventory transfer transaction. An inventory adjustment transaction is also created for the to-location for the variance quantity.

- 3 transfer as received and ignore variance.

"Qty-rec'd" is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.

- 4 transfer as received and charge variance to from-location.

"Qty-rec'd" is used as the quantity for the inventory transfer transaction. An inventory adjustment transaction is also created for the from-location for the variance quantity.

You can also use the option F2 to change the quantity shipped, quantity received, or comment for the line item.

If you press F2 and change the quantity shipped or received of a line so that they match, the "?" column is cleared, indicating that the line item is reconciled.

If you pressed F2 at the "?" field, the following fields can be changed:

Qty-shipped

Enter the quantity of the item that was actually shipped for this transfer, ENTER to default to the current quantity shipped and move to the "Qty-rec'd" field, or F7 to specify the quantity that is in "Qty-rec'd".

Qty-rec'd

Enter the quantity of the item that was actually received for this transfer, ENTER to default to the current quantity received and move to the "Comment" field, or F7 to specify the quantity that is in "Qty-shipped".

If you are using Apparel and the item is gridded, you have the option of entering quantities in a grid format or in a list. Press F1 to enter in grid format, or F2 to enter in list format.

If you press F1 for grid format, the "Qty-shipped" values are displayed first. When you press TAB, the "Qty-rec'd" values are then displayed. When completed, the total of the shipped quantities for all colour/size combinations appears for "Qty-shipped" and the total of the received colour/size quantities appears for "Qty-rec'd".

Decimal quantities are not allowed for serialized or gridded items.

Comment

You may change the comment or press ENTER to retain the comment as displayed.

After editing, if the quantities do not match, the cursor returns to the "?" field. Specify one of the four reconciliation methods, or enter * to leave the line unreconciled.

If all the lines on the transfer are "matched" or reconciled, the transfer can be marked as reconciled. If the transfer has not already been marked as reconciled, you are asked "Would you like to mark this transfer as reconciled?". Answer Y to change the transfer's status to "Reconciled", or answer N to leave the transfer at its current status.

Finding a Line Item

If you press F5 to find a line item, the cursor is positioned at "Item number". Enter the item number or bar code of the line item, or use one of the options:

- F1 For the next item on the transfer
- F5 To enter a bar code that is greater than 15 characters
- F6 To search for the item by "keyword" (Refer to the section above titled

Transfer Requests for searching by keyword when the item number is not known.)

TAB To exit item lookup

Adding a Line Item

If you press F6 to add a line item to the transfer, the existing line items scroll up so that you may add the new line.

Enter the line item information as follows:

? Item number

For a new line item, enter the item number or bar code of the received item or use one of the options:

F1 For the next item in the Item file

ENTER To look up the item by description

F5 To enter a bar code that is greater than 15 characters

F6 To search for the item by "keyword" (Refer to the section above titled **Transfer Requests** for searching by keyword when the item number is not known.)

TAB To exit the add items function

Refer to **Changing a Line Item**, above, for more information on entering quantities for a new line item.

Posting Reconciled Transfers

Use this selection to post transfers that have been marked as reconciled or that contain only matched line items.

When reconciled transfers are posted, an inventory transfer transaction is created for a non-miscellaneous line item if the transaction wasn't already created when *Transfer in* posting was run. Inventory adjustment transactions are also created for line items that were reconciled using a method that charges the variance. These transactions may be edited and posted using the I/C *Inventory* selection.

If you specified in the P/A Control file to keep merchandise history, merchandise history is also updated for miscellaneous items. (Merchandise history is updated for non-miscellaneous items when the inventory transactions are posted.)

After reconciled transfers are posted, they are removed from the system.

Select *Post* from the *Reconcile transfers* menu.

After you specify posting information, you see a screen similar to this:

The screenshot shows a software interface titled "Reconcile transfers" for "Acme Enterprises Inc.". Below the title is a "Post" button. The main area is labeled "Please enter" and contains 11 numbered fields for input:

1. Statuses to include: A small box containing "R" and an empty box.
2. From location: A box containing "All".
3. To location: A box containing "All".
4. Starting transfer #: A box containing "First".
5. Ending transfer #: A box containing "Last".
6. Starting ship date: A box containing "Earliest".
7. Ending ship date: A box containing "Latest".
8. Starting receiving date: A box containing "Earliest".
9. Ending receiving date: A box containing "Latest".
10. Print in order by: A box containing "Transfer #".
11. Adjustment account: A box containing "5900-100" and a sub-box containing "Inventory Adjustment".

At the bottom left, there is a red text prompt "Field number to change ?" followed by a small blue square icon.

Enter the information as follows:

Statuses to include

Specify the status or statuses of the transfers you wish to post. Your choices are:

- I transfer-ins (containing only matched line items)
- R reconciled transfers
- A transfers acknowledged as fully received ("Acknowledge receipt")

Enter up to two of these statuses, or F1 to include "All" open transfers with one of these statuses.

From location

Enter the from-location code of the transfers to post only open transfers from that location, F1 for "All" locations, or ENTER for the "Central" location.

To location

Enter the to-location code of the transfers to post only open transfers that were

received at that location, F1 for "All" locations, or ENTER for the "Central" location.

Starting transfer #

Ending transfer #

Enter the range of transfer numbers to post. Follow the screen instructions.

Starting ship date

Ending ship date

Enter the range of ship dates to post. Follow the screen instructions.

Starting receiving date

Ending receiving date

Enter the range of receiving dates to post. Follow the screen instructions.

Print in order by

Enter N to print the Reconcile Transfers Register in sequence by transfer number, F for from-location, or T for to-location.

Adjustment account

Enter the G/L account for inventory adjustment transactions.

If you are using Apparel, field number 11 appears as follows, and "Adjustment account" becomes field number 12.

Grid quantity format

Enter G to print the colour/size quantities for gridded items in grid format, L for list format, or N to print no colour/size quantities.

When you press ENTER, a register is printed, and the reconciled transfers are posted.



Chapter 18

Markdowns

Use this selection to schedule, review, remove, and post markdowns.

In Purchasing, a "markdown" is a change to an item's retail price ("price-1"). All markdowns are recorded in Merchandise History as changes in the retail value on hand of the items. Changes made to price-1 outside of this function are not recorded as markdowns.

These changes in price-1 could actually be reductions ("markdowns") or increases ("markdown cancellations"). The single term "markdown" is used for both as a matter of convenience.

The *Markdowns* selection is not the only way to change prices; they can also be changed by using *Prices (Group price changes)*, by using *Items*, or by using *Prices (Item prices)*. However, only *Markdowns* allows you to schedule such price changes in advance, and records the value of the markdowns for later reporting on the *Retail Inventory Value Report*.

If you plan to use *Markdowns* and the *Retail Inventory Value Report* to manage and report your retail value, you should follow these steps during setup:

1. Specify in *I/C Control information* to allow ascending prices.
2. Specify in *P/A Control information* to keep merchandise history.
3. Do not make changes to "price-1" directly in *Items » Enter*, *Prices » Group price changes*, or *Prices » Item prices*. Those changes will not be recorded in Merchandise History as markdowns.

4. Avoid taking markdowns on the first day of your reporting periods. Such markdowns are accurately recorded, but they make it impossible to accurately calculate beginning values for the period (the markdowns and the ending values are accurate).
5. Take markdowns as the first activity of the day. This will ensure the accuracy of the units-marked-down figure.

The basic steps to take a markdown are:

1. Create markdown transactions for the items to be marked down. These transactions are created with a scheduled markdown date, so that markdowns can be planned in advance. Any number of transactions may be created for a given item to schedule markdowns to occur on different dates.

Select *Create* from the *Markdowns* menu to create the markdown transactions.

(This step may be skipped, and the *Markdowns » Enter* function may be used to create individual markdown transactions.)

2. Print a markdowns worksheet, to be used in reviewing scheduled markdowns. The worksheet may be printed in order by item number, category, or location.

Select *Worksheet* from the *Markdowns* menu to print the worksheet.

3. Make adjustments to individual markdown transactions before posting. Manually enter or remove individual transactions, or change the "planned markdown date", "quantity to markdown", or "new price-1" for on-file markdown transactions.

Select *Enter* from the *Markdowns* menu to enter, remove, or change individual markdown transactions.

You may also use the *Markdowns (Remove)* function to remove specified groups of markdowns.

4. Post selected markdown transactions. During posting, retail prices are changed, the markdowns are recorded in the Merchandise History file (if you specified in the P/A Control file to retain merchandise history), and a register is produced. The register may be printed in item number, category, or location order.

Select *Post* from the *Markdowns* menu to post markdowns and print the register.

To Begin

Select *Create* from the *Markdowns* menu.

Creating Markdown Transactions

After you have specified how to create markdowns, the screen appears similar to this:

Markdowns
Create

Acme Enterprises Inc.

Please enter

1. Starting item #
2. Ending item #
3. Category/sub-category
4. Class/season
5. User-defined (Not applicable)
6. Vendor #
7. Location
8. Planned markdown date
9. Markdown by
10. Basis
11. Quantity to markdown
12. Rounding method
13. Print or create ?

Press **F1** for "First"

Enter the information as follows:

Starting item #

Ending item #

Enter the range of items for which to include markdown transactions. Follow the screen instructions.

Category/sub-category

Enter the category and sub-category of the items to include in the markdown transactions, or F1 to include "All" categories and/or sub-categories.

Class/season

Enter the class and season to include only one item class or season, or use F1 to include "All" classes and/or seasons.

User-defined

This field is reserved for future use and displays '(Not applicable)'.

Vendor #

Enter a vendor number to include markdown transactions for one vendor, or F1 for "All" vendors.

Location

If you are using multi-warehousing, enter a location code to include markdown transactions for only one location, or use one of the options:

Options: **ENTER** for the "Central" location,
 F1 for "All" locations, or
 F2 to enter a location group

If you are not using multi-warehousing, "(Not applicable)" displays for this field, and entry is not allowed.

If you press F2, enter a location group (up to 5 characters), F1 to display the next location group, or F2 to enter a single location.

Planned markdown date

Enter the date on which you plan for the markdowns to become effective, or ENTER to use the current date.

Markdown by

Enter the percentage to be used in calculating markdowns, or use one of the options:

F1 To alternate between entering a markup or markdown percentage or amount
F2 To alternate between entering a dollar amount or a percentage

Basis

Specify the amount to be used as the basis for the markdown calculation. Your choices are:

1 - 9 Price levels 1 - 9
R Replacement cost

If you select a price level (1,2,...or 9), and have specified in the I/C Control file to use multi-warehouse (location) pricing, and have a warehouse price on file for the item, that warehouse price is used in the markdown calculation. If there is no warehouse price on file, the item default price (from the Item file) is used.

Quantity to markdown

Specify the quantity for which to calculate markdowns. Your choices are:

- A the available quantity from the Status file at the time markdown transactions are posted
- H the on-hand quantity from the Status file at the time markdown transactions are posted
- C a counted quantity, to be entered manually after the transaction is created

If you specify C, an additional field is displayed:

Initial value

Specify the initial value to be used in creating the markdown transactions. Your choices are:

- A the current available quantity from the Status file
- H the current on-hand quantity from the Status file
- Blank zero

When the transactions are created, the quantity you specify as the initial value is used as a default. Changes can be made prior to posting the markdown transactions, using *Markdowns » Enter*.

Rounding method

Specify the method to be used for rounding the calculated markdowns. Your choices are:

- N not to round markdowns
- C round to the nearest cent
- P round to the nearest price point
- I increase to the next price point

If you specify P or I to round or increase markdowns to the nearest or next price point, a window appears for you to enter price points to be used, as shown below:

Price points

Level-1

Level-2

Level-3

Cut-off price

of digits

Price masks

.000

Press ENTER for "Unlimited"

Price Points

A "price point" is a particular price at which merchandise is sold. For example, the price points in your store might be \$0.79, \$1.79, \$2.79.

By selecting a rounding method of P or I, you can ensure that each calculated price coincides with one of your price points.

In our example (\$0.79, \$1.79, \$2.79), a two-digit "price mask" of "79" defines the price points. In other words, no matter what price was calculated, the last two digits of that price are "masked" with "79".

Some businesses require multiple price masks, or even different price masks for different price levels of goods. Price points, allows you to define up to three distinct price levels and up to sixteen price masks within each level.

For example, your "low-price" goods are under \$3.00 and you price them at \$0.79, \$1.79, and \$2.79. Your "moderate" goods are more than \$3.00 but under \$9.00, and you price them at \$5.95 or \$8.95. The rest of your goods are over \$9.00, and you price them in increments of \$10.00, at \$9.95, \$19.95, \$29.95 and so forth.

You would define your price points as follows:

	-- Level-1 --	-- Level-2 --	-- Level-3 --
Cut-off price	3.00	9.00	Unlimited
# of digits	2	3	3
Price masks	***.79	**5.95 **8.95	**9.95

Price changes are calculated in the normal manner. Then, if you specified I as the rounding method, the price is "rounded" to the next higher price point. If you specified P, the price is "rounded" to the closest lower or higher price point.

Your entry for the Level-2 "Cut-off price" must be higher than the "Cut-off price" for Level-1, and Level-3 must be higher than Level-2. Press ENTER for "Unlimited" when entering the cut-off price for the last level to be defined.

Your entry for "# of digits" to be entered for the price masks must be between 1 and 5, and cannot be greater than the number of digits entered for the value of "Cut-off price".

For "Price masks", up to 16 masks may be entered for each level and the masks within each level must be ascending. Press ENTER when completed entering the masks in a level. If you specified 3 or more for "# of digits", you must enter a decimal point in the appropriate position of each mask.

After defining price points, you may save them as default entries for use the next time you run *Markdowns (Create)*.

Print or create ?

Enter P to only print the Markdown Transaction Log showing all markdown transactions that would be created, or enter C to print the Markdown Transaction Log and create the markdown transactions.

If you are using Custom Labels and you specified to create markdown transactions, you may press F2 to generate inventory item tag(s) for the items as the markdown transactions are created. Pressing F2 again cancels the request to generate tags. The inventory item tags may be printed later using *C/L Labels*. (Refer to your Custom Labels User Manual for more information on creating and printing tags.)

Entering Markdowns

This selection allows you to enter markdown transactions for individual items or to change or delete markdown transactions that are already on file.

Select *Enter* from the *Markdowns* menu.

If you are using multi-warehousing, you are asked to enter a location. Enter the location code of the transactions, or press ENTER to use the "Central" location.

When you enter a markdown, you see a screen similar to this:

Markdowns Acme Enterprises Inc.

Enter

Location Category

* 1. Item #

Current price-1

Current qty on-hand

Current qty available

* 2. Planned markdown date

3. Quantity to markdown

4. New price-1

Approximate value of markdown

(Actual value of markdown is determined during posting)

F2 = tags

Field number to change ?

Enter the information as follows:

Item

Enter the item number or bar code of the markdown transaction that you want to enter or change, or use one of the options:

- F1 To display each markdown transaction in order by item number
- F2 To find the next item number in the Item file
- BLANK To look up the next item in the Item file by description
- Up To enable entry search (F1) by category instead of by item

After you have specified the item to be marked down, its current price-1, quantity on hand, and quantity available are shown.

Planned markdown date

Enter the date on which you plan for the markdowns to become effective, or ENTER to use the current date.

Quantity to markdown

Enter the quantity to be marked down, or use one of the options:

F1 To use the quantity on-hand at the time of posting the markdown transactions

F2 To use the quantity available at the time of posting the markdown transactions

New price-1

Enter the new retail price (price-1) for the item.

After a new price-1 is specified, the approximate value of the markdown is displayed.

If you are using Custom Labels, you may press F2 to generate inventory item tag(s) for the marked down item. The inventory item tags may be printed later using *C/L Labels*. (Refer to your Custom Labels User Manual for more information on creating and printing tags.)

Removing Markdowns

This selection allows you to remove one or more unposted markdown transactions. Individual markdown transactions can also be deleted using the *Markdowns (Enter)* selection.

Select *Remove* from the *Markdowns* menu.

When you specify the markdowns to remove, you see a screen similar to this:

Markdowns Acme Enterprises Inc.

Remove

Please enter

1. Starting item #
2. Ending item #
3. Category/sub-category
4. Class/season
5. User-defined (Not applicable)
6. Vendor #
7. Location
8. Cutoff markdown date

Press **F1** for "First"

Enter field numbers 1 and 2 as follows:

Starting item #

Ending item #

Enter the range of items for which to remove markdown transactions. Follow the screen instructions.

Enter the information in field numbers 3 through 7 as described above for *Markdowns* » *Create*.

Enter field number 8 as follows:

Cutoff markdown date

Enter the markdown date through which you wish to remove transactions, ENTER to use the current date, or F1 for "None", to remove transactions without regard to date.

Printing a Markdown Worksheet

This selection allows you to print a worksheet that shows the markdown transactions that have been entered but are not yet posted. You can also use this worksheet to help you physically count the merchandise to be marked down.

After any changes are made to the markdown transactions (and before posting), you can print a new worksheet to verify the accuracy of the transactions and to show variances between the quantity to be marked down and the quantity on hand.

Select *Worksheet* from the *Markdowns* menu.

When entries are complete for the Markdowns Worksheet, you see a screen similar to this:

The screenshot shows a software window titled "Markdowns Worksheet" for "Acme Enterprises Inc.". The background is light blue. The text "Please enter" is centered at the top. Below it are nine numbered fields for data entry:

1. Starting item #	<input type="text" value="First"/>
2. Ending item #	<input type="text" value="Last"/>
3. Category/sub-category	<input type="text" value="PARTS"/> / <input type="text" value="All"/>
4. Class/season	<input type="text" value="All"/> / <input type="text" value="All"/>
5. User-defined	(Not applicable)
6. Vendor #	<input type="text" value="All"/>
7. Location	<input type="text" value="Central"/> <input type="text" value="Central"/>
8. Cutoff markdown date	<input type="text" value="8/15/20"/>
9. Print in order by	<input type="text" value="Item number"/>

At the bottom left, there is a red text prompt "Field number to change ?" followed by a small blue square button.

Enter the information in field numbers 1 through 7 as described above for *Markdowns* » *Create*.

Then enter the remaining fields as follows:

Cutoff markdown date

Enter the markdown date through which you wish to include transactions, ENTER to use the current date, or F1 for "None", to include transactions without regard to date.

Print in order by

Enter I to print the worksheet in sequence by item number, C for category, or L for location (if using multi-warehousing).

Check the Markdown Worksheet for warning messages regarding any errors in your

markdown transactions. Use the *Markdowns (Enter)* selection to correct the error prior to posting the markdown transactions.

Posting Markdowns

Use this selection to post the markdown transactions and change price-1 to the "New price-1" for the marked down items.

Select *Post* from the *Markdowns* menu.

After you specify posting information, you see a screen similar to this:

Markdowns Post Acme Enterprises Inc.

Please enter

1. Starting item #
2. Ending item #
3. Category/sub-category
4. Class/season
5. User-defined (Not applicable)
6. Vendor #
7. Location
8. Cutoff markdown date
9. Actual markdown date
10. Print in order by

Press F1 for "First"

Enter the information in field numbers 1 through 7 as described above for *Markdowns » Create*.

Then enter field numbers 8 through 10 as follows:

Cutoff markdown date

Enter the markdown date through which you wish to post markdown transactions, ENTER to use the current date, or F1 for "None", to include transactions without regard to date.

Actual markdown date

Enter the date to be recorded as the markdown date for each markdown, or ENTER to

use the cutoff markdown date, or to use the system date if the cutoff date is "None".

The date you enter here is used to update merchandise history, if retaining, and is used as the transaction date on the merchandise history reports.

Print in order by

Enter I to print the register in sequence by item number, C for category, or L for location (if using multi-warehousing).

During posting, Price-1 is updated in the Price file for all items with warehouse prices defined. For items with no warehouse prices defined, Price-1 is updated in the Item file.

If you specified in the P/A Control file to retain merchandise history, merchandise history is updated when markdowns are posted. The Retail Inventory Value Report provides information on markdowns that have been posted, using information in the Merchandise History File.



Chapter 19

View

Use this selection to inquire into the following types of information:

- Received P.O. history
- Inventory history
- Open P.O.'s
- Transfers

For received purchase orders, information can be viewed in four ways: purchase orders for a specified vendor, items for a specified vendor, purchase orders for a specified item, and items for a specified purchase order.

For inventory history, all or a selected group of inventory transactions for an item may be displayed.

For open P.O.'s (P.O.'s that have not been fully received), information can be viewed in four ways: by P.O. number, by vendor number, by item number, and by location.

For transfers, information can be viewed in four ways: by transfer number, by from-location, by to-location, and by item number.

To Begin

Select *Received P.O. history* from the *View* menu.

Viewing Received P.O. History

Use the *View » Received P.O. history* selection to inquire into purchase orders that have been partially or fully received.

When viewing Received P.O. History in order by the items on a P.O. (described below), you see a screen similar to this:

View

Acme Enterprises Inc.

Received P.O. history

Items on a P.O.

P.O.#

Location

Vendor

F2 = next P.O. F7 = change viewing order

NOTE: If you are not using multi-warehousing, the "Location" field does not appear.

When *View » Received P.O. history* is first selected, the viewing order is set for "Items on a P.O.". Use the F7 key to select one of the other three viewing orders. The last viewing order that you select will be used the next time you run *View (Received P.O. history)*.

The four viewing orders are:

- | | |
|--------------------|--|
| Items on a P.O. | Displays received line items for a (initial default) purchase order. |
| P.O's for a vendor | Displays header information and totals for purchase orders received from a specified vendor. |
| Items for a vendor | Displays line item information for items received from a specified vendor. |

P.O.'s for an item Displays received P.O. line items for a specified item.

Each viewing order is described below.

Items on a P.O.

P.O.#

Enter the P.O. number of the purchase order you wish to inquire into, or use one of the options:

F2 To display the next P.O. number

F7 To change to one of the other viewing orders

If you press **ENTER**, the display changes to show item description lines 1 and 2, category, and sub-category for each item. Press **ENTER** again to see the receiver number for each line item. Press **ENTER** a third time to view the buyer, delivery date, and cancel date. Press **ENTER** a fourth time to display the unit miscellaneous charge amount for the item, the item's unit landed cost (unit cost plus unit miscellaneous charge), and comment.

Up to 12 received line items display on the screen at one time. If there are more than 12 line items to view, use one of these options:

PgDn To view more lines

PgUp To return to a previous screen display

Also, while viewing a Received P.O. History screen, you always have these options:

F4 To display the comments for a line item.

F6 To view the P.O. header fields and user defined fields.

ENTER To view additional description lines, category, sub-category, receiver information, etc.

TAB To reselect another P.O.

P.O.'s for a Vendor

Vendor

Enter the number of the vendor whose purchase orders you wish to inquire into, or use one of the options:

- F2 To display the next vendor number
- ENTER To search for the vendor by name
- F7 To change to one of the other viewing orders

P.O.#

Enter the P.O. number of the first purchase order you wish to include in the display, or F1 to display beginning with the first P.O. received from this vendor.

Location

If you are using multi-warehousing, enter the location for which you wish to display received purchase orders, ENTER to specify the "Central" location, or F1 to include "All" locations.

Start date

Enter the earliest purchase order date you wish to include in the display, or F1 to display beginning with the "earliest" P.O. date received from this vendor.

For each purchase order for the vendor, the following information is displayed: purchase order number, location (if using multi-warehousing), order date, quantity ordered, received date, quantity received, number of lines, and total cost.

Press ENTER to view the buyer, delivery date, and cancel date for each purchase order.

Items for a Vendor

Vendor

Enter the number of the vendor whose purchase orders you wish to inquire into, or use one of the options:

- F2 To display the next vendor number
- ENTER To search for the vendor by name
- F7 To change to one of the other viewing orders

Item #

Enter the item number or bar code of the first item you wish to include in the display, or use one of the options:

- F1 To display beginning with the first item number received from this vendor

F2 To display the next item number

ENTER To search for the first item by description

Location

If you are using multi-warehousing, enter the location for which you wish to display received items, ENTER to specify the "Central" location, or F1 to include "All" locations.

Start date

Enter the earliest received date you wish to include in the display, or F1 to display beginning with the "earliest" received date from this vendor.

For each item received from the vendor, the following information is displayed: item number, location (if using multi-warehousing), order date, quantity ordered, stocking unit, received date, quantity received, and unit cost.

Press ENTER to view description lines 1 and 2, category, and sub-category for each item. Press ENTER again to also see the purchase order number and receiver number for each item. Press ENTER a third time to see the buyer, delivery date, and cancel date. Press ENTER a fourth time to display the unit miscellaneous charge amount for the item, the item's unit landed cost (unit cost plus unit miscellaneous charge), and comment.

P.O.'s for an Item

Item #

Enter the item number or bar code of the item you wish to inquire into, or use one of the options:

F2 To display the next item number

ENTER To search for the item by description

F7 To change to one of the other viewing orders

P.O.#

Enter the P.O. number of the first purchase order you wish to include in the display, or F1 to display beginning with the first P.O. received from this vendor.

Location

If you are using multi-warehousing, enter the location for which you wish to display

received purchase orders, ENTER to specify the "Central" location, or F1 to include "All" locations.

Start date

Enter the earliest received date you wish to include in the display, or F1 to display beginning with the "earliest" received date for this item.

For each P.O. on which this item was received, the following information is displayed: purchase order number, location (if using multi-warehousing), order date, quantity ordered, stocking unit, received date, quantity received, and unit cost.

Press ENTER to also view the vendor number, colour/size information (for gridded items), and receiver number for the item. Press ENTER again to see the vendor name, buyer, delivery date and cancel date. Press ENTER a fourth time to display the unit miscellaneous charge amount for the item, the item's unit landed cost (unit cost plus unit miscellaneous charge), and comment.

Viewing Inventory History

Use the *View » Inventory history* selection to inquire into all inventory transactions that have been generated by posting I/C inventory transactions.

Select *Inventory history* from the *View* menu.

When viewing Inventory History, you see a screen similar to this:

View Acme Enterprises Inc.

Received P.O. history

Items on a P.O.

P.O.# Location

Vendor

Item-#	Loc	Ord-date	Qty-ord'd	Unit	Rcv-date	Qty-rec'd	Unit-cost
SVR09877	Cen	4/15/20	1	EACH	4/15/20	1	68.00

End of item, F6=header, ENTER=more info, TAB=reselect

NOTE: If you are not using multi-warehousing, the "Location" field does not appear.

Enter the information as follows:

Item

Enter the item number or bar code of the item you wish to inquire into, F2 to display the next item number, or ENTER to search for the item by description.

Location

If you are using multi-warehousing, enter the location for which you wish to display inventory history, ENTER to specify the "Central" location, or F1 to include "All" locations.

Trx type

Enter the letter that corresponds to the type of transactions you wish to view. Your choices are:

- R To view only receiving transactions
- S To view only sale transactions
- C To view only credit memo transactions
- T To view only transfer transactions

- A To view only adjustment transactions
- J To view only job usage transactions
- K To view only kit assembly transactions
- U To view only component usage transactions

You may also press F1 to view "All" transaction types.

Start date

Enter the earliest transaction date you wish to include in the display, or F1 to display beginning with the "earliest" transaction date for this item.

Press ENTER to see the Unit price, Unit cost, and colour/size information (if the item is gridded) for each transaction.

Up to 12 transactions display on the screen at one time. Follow the screen instructions.

When the last screen of transactions is displayed, an additional option is available to press F1 to display totals for each transaction type.

If you press F1 to view totals, the number of transactions, quantity, extended price, and extended cost are shown of each transaction type being viewed.

When viewing totals, you may press F1 to return to viewing individual transactions for the item.

When you have finished viewing inventory transactions, press TAB. You can then specify the next item that you want to inquire into.

Viewing Open P.O.'s

Use the *View » Open P.O.'s* selection to inquire into a currently open purchase order.

Select *Open P.O.'s* from the *View* menu.

When viewing Open P.O.'s in order by P.O. # (described below), you see a screen similar to this:

View Acme Enterprises Inc.

Open P.O.'s (By P.O.#)

P.O.#

Vendor

Location

Order date

Item-#	Qty-ord	Unit	Unit-cost	Ext-cost	Comment
2	6	EACH	7.99	47.94	

Total qty-ord Total ext-cost Total retl-value Total qty-prev-rec

End of lines, F5=header info, ENTER=more info, TAB=reselect

NOTE: If you are not using multi-warehousing, the "Location" field does not appear.

When *View » Open P.O.'s* is first selected, the viewing order is set for "By P.O.#". Use the F7 key to select one of the other three viewing orders. The last viewing order that you select will be used the next time you run *View » Open P.O.'s*.

The four viewing orders are:

- | | |
|------------------|---|
| By P.O.# | Displays header, line item information, (initial default) totals for a specified purchase order. |
| By Vendor number | Displays header, line item information, and totals for a single P.O. for the specified vendor. |
| By Item number | Displays line item information for the specified item from all open purchase orders. |
| By Location | Displays line item information for a specified item for a specified location from all open purchase orders. This option is available only if you are using multi-warehousing. |

Each viewing order is described below.

By P.O.#

P.O.#

Enter the P.O. number of the purchase order you wish to inquire into, F2 to display the next P.O. number, pr F7 to change to one of the other viewing orders.

Press ENTER to view price-1, the retail value (Extended price), and quantity previously received. Press ENTER again to see the item descriptions and the category and sub-category for each line item.

Up to 13 purchase order lines display on the screen at one time. If there are more than 13 lines to view, you can use PgDn to view more lines, or PgUp to return to a previous screen display.

Also, while viewing an Open P.O.'s screen, you always have these options:

- F4 To view the full comment for a selected line item.
- F5 To view the header and user defined fields for the PO.
- TAB To specify another inquiry

By Vendor number

Vendor

Enter the number of the vendor whose purchase orders you wish to inquire into, or use one of the options:

- F2 To display the next vendor number
- ENTER To search for the vendor by name
- F7 To change to one of the other viewing orders

P.O.#

Enter the P.O. number of the purchase order you wish to view, or F2 to display the next open P.O. on file for this vendor.

For the specified purchase order, the following information is displayed: location (if using multi-warehousing), order date, total quantity ordered, total cost, total retail value, and total quantity previously received. For each line item on the P.O., the following are displayed: item number, quantity ordered, stocking unit, unit cost, extended cost, and comment.

Press ENTER to view price-1, extended retail value, and quantity previously received for each line item. Press ENTER again to see description lines 1 and 2, category, and sub-category.

By Item number

Item-#

Enter the item number or bar code for the item you wish to inquire into, or use one of the options:

F2 To display the next item in the Item file

ENTER To search for the item by description

F7 To change to one of the other viewing orders

For the item specified, the first screen includes the item number, description lines 1 and 2, category, and sub-category, as well as total quantity ordered, extended cost, extended retail value, and quantity previously received on all P.O.'s. For each purchase order line on which this item appears, the following are displayed: location (if using multi-warehousing), purchase order number, vendor number, order date, quantity ordered, stocking unit, unit cost and the extended cost.

Press ENTER to see price-1, extended retail value, quantity previously received, and the comment for each line item.

By Location

As noted above, this viewing order is only available if you are using multi-warehousing.

Location

Enter the location for which you wish to display open purchase orders, or use one of the options:

ENTER To specify the "Central" location

F2 To display the next location

F7 To change to one of the other viewing orders

Item-#

Enter the item number or bar code of the item you wish to inquire into, F2 to display the next item number, or ENTER to search for the item by description.

For the specified item, the first screen includes the description lines 1 and 2, category, and sub-category, as well as total quantity ordered, extended cost, extended retail value, and quantity previously received on all P.O.'s for the location. For each purchase order line on which this item appears, the following are displayed:

purchase order number, vendor number, order date, quantity ordered, stocking unit, unit cost and the extended cost.

Press ENTER to view extended retail value, quantity previously received, and the comment for each line item.

Viewing Transfers

Use the *View » Transfers* selection to inquire into a currently open transfer.

Select *Transfers* from the *View* menu.

When viewing Transfers in order by transfer number (described below), you see a screen similar to this:

View Acme Enterprises Inc.

Transfers - Lookup by to-location

To location:
Transfer #: From location:
Received by: Shipped by:
Receipt date: Ship date:
Comment: Comment:

Item-#	Description-1	Qty-shipped	Qty-rec'd	Reti-value
8	1" Steel bolts/	500	500	500.00
10	Compressor, Air	1	1	195.00
11	Saw, Table 4' x 6'	1	1	290.00

Totals	Qty-shipped	Qty-received	Retail-value	Extended-cost
	502.000	502.000	890.00	322.25

End of transfer, press **ENTER** for more information, **ESC** to reselect item

When *View » Transfers* is first selected, the viewing order is set for "Lookup by transfer-#". Use the F7 key to select one of the other three viewing orders. The last viewing order that you select will be used the next time you run *View » Transfers*.

The four viewing orders are:

By transfer-# Displays header, line item information, (initial default)

totals for a specified transfer.

By from-location	Displays header, line item information, and totals for a single transfer shipped from the specified location.
By to-location	Displays header, line item information, and totals for a single transfer received at the specified location.
By item-#	Displays line item and transfer information for a specified item from all open transfers. The open transfers displayed may be limited by from-location and to-location.

Each viewing order is described below.

Lookup by transfer-#

Transfer #

Enter the transfer number of the transfer you wish to inquire into, F1 to display the next transfer number, or F7 to change to one of the other. viewing orders

Press ENTER to see description line 2 and the category and sub-category for each line item. Press ENTER again to view unit cost, extended cost, price-1, and the stocking unit.

Up to 9 transfer lines display on the screen at one time. If there are more than 9 lines to view, use PgDn to view more lines, or PgUp to return to a previous screen display.

Also, while viewing transfer screen, you always have these options to press TAB or ESC to specify another inquiry.

Lookup by from-location

From location

Enter the shipping location of the transfer you wish to inquire into, or use one of the options:

ENTER To specify the "Central" location

F1 To display the next transfer

F7 To change to one of the other viewing orders

Transfer #

Enter the transfer number of the transfer you wish to view, or F1 to display the first

transfer on file for this from-location.

For the specified transfer, the following information is displayed: from- and to-locations, shipped and received by names, ship and receipt dates, shipping and receiving comments, total quantities shipped and received, total cost, and total retail value. For each line item on the transfer, the item number, description, quantities shipped and received, and the retail value are shown.

Press ENTER to see description lines 1 and 2, category, and sub-category for each line item. Press ENTER again to view comment, unit cost, extended cost, price-1, and stocking unit.

Lookup by to-location

To location

Enter the receiving location of the transfer you wish to inquire into, or use one of the options:

ENTER To specify the "Central" location

F1 To display the next transfer

F7 To change to one of the other viewing orders

Transfer #

Enter the transfer number of the transfer you wish to view, or F1 to display the first transfer on file for this to-location.

The same information is displayed as when using the Lookup by from-location order, described above.

Lookup by item number

Item-#

Enter the item number or bar code for the item you wish to inquire into, or use one of the options:

F2 To display the next item in the Item file

ENTER To search for the item by description

F7 To change to one of the other viewing orders

From loc

Enter the shipping location of the transfers you wish to inquire into, F1 for "All" from-locations, or ENTER for the "Central" location.

To loc

Enter the receiving location of the transfers you wish to inquire into, F1 for "All" to-locations, or ENTER for the "Central" location.

For the item specified, the first screen includes the item number, description lines 1 and 2, category, sub-category, Price-1, stocking unit, total quantities shipped and received, extended cost, and extended retail value. For each transfer on which, this item appears, the following are displayed: transfer number, shipping date, from- and to-locations, quantities shipped and received and the stocking unit, and the retail value.

Press ENTER to see the unit cost and extended cost of this item on each transfer.



Chapter 20

Multi-Location Purchasing & Transfers

The multi-location features of Purchasing allow purchasing, receiving, and transfer functions to take place at different locations, with a central "Hub" location acting as a control site.

You can specify whether each remote "Satellite" location is allowed to prepare a purchase request, or actually finalize a purchase order. Satellites can also be limited in entry of transfer requests. Subject to password restrictions, each Satellite is permitted to receive purchases and transfers for its own location, as well as maintain information for vendors.

Purchasing, receiving, and transfer activities that are posted at a Satellite are transmitted to the Hub.

The Hub can prepare purchase requests, finalize them into purchase orders, and receive items for its own location or any remote location. The Hub can also ship and receive transfers among all locations. Activities that affect satellite locations cause data to be transmitted to those locations.

Changes to vendors and vendor items from Purchasing are transmitted to all locations.

Prerequisite Packages

A separate licensed copy of Purchasing must be purchased and installed at the Hub and at each Satellite location. Inventory must be installed at the Hub, but only the Inventory data files are required at each Satellite.

While not absolutely required for multi-location purchasing or transfers, Point of Sale

or Billing (O/E), and Multi-Site POS are highly recommended. Point of Sale / Billing (O/E) and Multi-Site allow the exchange of inventory and sales information, including inventory transactions and newly added inventory items, between the Hub and Satellites that is not accommodated by Purchasing alone. In addition, Multi-Site allows for unattended transmission of purchasing and transfer information.

If Accounts Payable is installed, vendor information in that package can be shared by Purchasing. Only the A/P data files are required at the Satellites.

P/A Multi-location Files

There are three Purchasing files that are used in multi-location processing. Each file is automatically created, if it does not already exist, by the functions that update it. All files are created in the company-ID directory beneath the Samco main directory

Here is a brief description of the three files:

Satellite Transmission file

This file is created at a Satellite and contains any purchase requests, purchase orders, and transfers posted at the Satellite. Additions and changes to the Vendor, Vendor Item, Received P.O. History, and Inventory History files are also written to this file. This file is transmitted from the Satellite to the Hub.

The name of this file on disk is PASATF.sss, where "sss" is the Satellite's store number in the P/A Control file.

Global Change file

This file is created at the Hub, and contains changes that are not location-specific, such as new vendors or new vendor items. This file is usually transmitted to all Satellites.

The name of this file on disk is PAGCFL.DAT.

Location Change file

A Location Change file is created at the Hub for each location that is to receive location-specific information. Each Location Change file contains changes from the Hub that are specific to that location, such as new purchase orders, receivings, or transfers to the location. The Location Change file that matches the Satellite's location is transmitted to that Satellite.

The name of this file on disk is PAWCww.DAT, where "ww" is the location code. ("--" represents the location code for the "Central" location, and one-character codes such as "1" are expressed as "1-".) Valid locations must be defined with "warehouse codes" in the INVENTORY Warehouse file.

Setting Up P/A for Multi-location Purchasing and Transfers

If you wish to be able to purchase and receive at different locations, when building the P/A Control file, you should answer Y to "Multi-location purchasing " as described in Chapter 5, titled *Control Information*. If you wish to be able to enter transfer information at different physical locations, you should answer Y to "Multi-location transfers ?" when building the P/A Control file.

Setting up the Hub

When building the P/A Control file at the Hub, enter the same location code for "Location at the Hub" and "This location".

Setting up the Satellites

To ensure consistent and accurate entries, we recommend that the data files be built at the Hub and distributed to all Satellites. This includes data files in Inventory and (if using) Accounts Payable. The INVENTORY Warehouse file should include the warehouse code ("location code" in P/A) for each Satellite, as well as for the Hub.

When building the unique P/A Control file for each Satellite:

1. Review the P/A Control file selections for "retain history" (fields 2 - 4). Determine whether you wish to retain each type of history at the Satellite, and make appropriate entries.
2. If you wish to use automatic P.O., receiver, and/or transfer numbering, enter appropriate starting numbers in the "Next purchase order number", "Next receiver number", and "Next transfer number" fields to provide a unique range of P.O., Receiver, and Transfer numbers for each Satellite.
3. Enter the same value for "Reconcile transfers for" at the Hub and each Satellite.
4. Enter the Hub's location code for "Location at the Hub".
5. Enter the location code chosen for this Satellite for "This location".
6. Enter the store number you wish to associate with this Satellite for "Store # for this location". If you are using Point of Sale and this number exists in the P/S Store file, its name is displayed here. This store number is used in the Satellite Transmission file name as described earlier in this chapter.
7. Enter the "Transfer authority" for each satellite.

Each Satellite, subject to password restrictions, has the ability to receive items transferred from other physical locations.

Additional "Transfer authority" can be given to each Satellite to create transfers that are shipped from that Satellite location only or transfers that are shipped from any location.

8. Enter the "Purchasing authority" for each satellite.

Each Satellite, subject to password restrictions, has the ability to receive items against on-file purchase orders, and each Satellite can receive items without a P.O. for its own location.

Additional "Purchasing authority" can be given to each Satellite to create purchase requests or to finalize purchase orders. This is described below in "Information Transmitted Through Multi-location Processing".

Information Transmitted Through Multi-location Processing

This section explains what information is written into the multi-location files during processing. When these files are transmitted and imported with the *Utility » Import from remote site* selection, the information is written into the appropriate file at the importing location, just as if the processing had taken place there. For example, when vendor information is changed at a Satellite, those changes are written into the P/A Satellite Transmission file. When the Hub imports that file, the vendor changes are made in the Hub's Vendor file, just as if those changes had been made at the Hub.

Data processed through the following functions is transmitted:

Setup » Vendors

At Satellite

New vendors, changes to existing vendors, and vendor deletions are written into the P/A Satellite Transmission file for transmission to the Hub.

At Hub

New vendors, changes to existing vendors, and vendor deletions are written into the P/A Global Change file for transmission to all Satellites.

Setup » Vendor items

The use of vendor items is optional, as indicated in the P/A Control file. If you specified to use vendor items, vendor item data is processed as follows:

At Satellite

New vendor items, changes to existing vendor items, and vendor item deletions are written into the P/A Satellite Transmission file for transmission to the Hub.

At Hub

New vendor items, changes to existing vendor items, and vendor item deletions are written into the P/A Global Change file for transmission to all Satellites.

Purchase requests » Enter and Receivings » Receive without P.O.

At Satellite

New vendors created at entry time are written into the P/A Satellite Transmission file for transmission to the Hub.

When an on-file P.O. is cancelled as part of the reissue process, that cancellation is written into the P/A Satellite Transmission file.

At Hub

New vendors created at entry time are written into the P/A Global Change file for transmission to all Satellites.

When an on-file P.O. for a Satellite's location is cancelled as part of the reissue process, that cancellation is written into the appropriate P/A Location Change file for transmission to the Satellite.

Purchase requests » Post

At Satellite

If the Satellite's purchasing authority only allows creation of purchase requests, then during posting unposted purchase requests are written into the P/A Satellite Transmission file and the purchase requests are removed from the Satellite. Purchase orders are not created at the Satellite. The requests are sent to the Hub as purchase requests. They may later be finalized and posted as open P.O.'s at the Hub. When the Hub posts the purchase requests, the open P.O.'s are also written into the Location Change file for that Satellite, which is then sent back to the Satellite for importing (and eventual receiving).

If the Satellite's purchasing authority allows creation of purchase orders, and the purchase requests are for the Satellite's own location, the Satellite creates its own open P.O.'s when it posts the purchase requests. New open P.O.'s are also written into the P/A Satellite Transmission file and will arrive at the Hub.

A Satellite can enter a purchase request for a location other than its own. In this case, an open P.O. is not created at the Satellite. When the Hub creates the P.O.,

it is written to the appropriate P/A Location Change file for transmission to the receiving Satellite (not the originating Satellite).

If vendor items are created or updated during posting, they are also written into the P/A Satellite Transmission file.

At Hub

New open P.O.'s for the Satellites' locations are written to the appropriate P/A Location Change files for transmission to the Satellites.

If vendor items are created or updated during posting, they are also written into the P/A Global Change file.

Receivings » F2 to post a receiver

At Satellite

The received P.O. is written into the P/A Satellite Transmission file. The P.O. remains open only if there are unreceived line items remaining.

If the P/A Control file indicates that received P.O. history is being retained, the Received P.O. History file information for the received P.O. is also written into the P/A Satellite Transmission file.

If the P/A Control file indicates that merchandise history is being retained, merchandise history information is included in the Satellite Transmission file for each miscellaneous item that is received.

If vendor items are updated by the receiving, they are also written into the Satellite Transmission file.

NOTE: Inventory transactions are not transmitted via the P/A multi-location files. Inventory transactions, as well as other changes to the INVENTORY files, are transmitted via Multi-site transmission files.

At Hub

If the received P.O. is for a Satellite's location, it is written into that Satellite's P/A Location Change file.

If vendor items are updated by the receiving, they are also written into the P/A Global Change file.

Receivings » F3 to cancel P.O.

At Satellite

If the P/A Control file indicates that received P.O. history is being retained, the Received P.O. History file information for the cancelled P.O. is written into the P/A Satellite Transmission file.

If vendor items are updated by the cancellation, they are also written into the Satellite Transmission file.

Transfer out » Post

At Satellite

Posted transfer requests are written into the P/A Satellite Transmission file.

If a transfer is for shipment to another location, the transfer request is removed from the Satellite where it was created.

When the Hub imports the transfer, it is written into the Location Change file for the receiving Satellite, which is later transmitted to that Satellite for importing (and eventual receiving).

At Hub

Posted transfer requests are written to the appropriate P/A Location Change files for the receiving locations to be transmitted to those Satellites.

Transfer in » F2 to post a transfer-in

At Satellite

When a Transfer-in is posted, it is written into the P/A Satellite Transmission file.

Merchandise history information is included in the P/A Satellite Transmission file for each miscellaneous item if merchandise history is being retained and if the transfer and/or line does not need to be reconciled.

At Hub

If the Hub posts a Transfer-in for a "to-location" other than its own, a deletion order for the transfer is written to the Location Change file for the corresponding Satellite. When the Satellite imports the deletion order, the transfer is removed from the Satellite's system.

Utility » Load vendor items

If you specified to use vendor items, vendor item records created or updated by this utility are processed as follows:

At Satellite

New or updated vendor items are written into the P/A Satellite Transmission file for transmission to the Hub.

At Hub

New or updated vendor items are written into the P/A Global Change file for transmission to all Satellites.

Information Transmitted through Other Files

The only changes to the INVENTORY Item and Status files that are transmitted through the P/A files are on-order quantity changes. Other inventory information (such as new items or stocking locations, quantity on hand, commitments, or inventory transactions created by P/A functions) is transmitted via Multi-Site.

Note that in a multi-location situation, it is very important that inventory information be kept up to date and that information be updated in the correct order. Multi-Site not only conveys inventory and sales information, but also automatically transmits Purchasing information. Scripts and keystroke files for the unattended transmission of Multi-Site POS / OE and Purchasing files are provided with Multi-Site.

Refer to the appropriate Multi-Site manual for an explanation of the information that Multi-Site can send and how it is done.

Transmission to Hub and Satellites

The Hub should use communications software to get the P/A Satellite Transmission file from each Satellite and to send back the P/A Global Change file and the appropriate Location Change file to each Satellite. The frequency of these transmissions depends on the individual needs of your company and how often purchasing and receiving activities occur.

Upon receipt of transmission files at either the Hub or a Satellite, run the *Import from remote site* on the P/A *Utility* menu to import the purchasing, transfer, and vendor information. Results of each import session are recorded in the PSSITE.LOG file on your hard disk.

When Multi-Site is used, the transfer of P/A transmission files can occur at the same time that Point of Sale / Billing (O/E) transmission files are transferred. Unattended transmission and importing of P/A files are provided for in the Multi-Site keystroke files and scripts.

After transmission and importing have occurred, the transmission file(s) at the source (PASATF.sss at the Satellite, or PAGCFL.DAT and PAWCww.DAT at the Hub) should be renamed to ensure that other activities are not appended to them. This is provided

for in the Multi-Site keystroke files and scripts.

Problem-Solving

Problems encountered during transmission and the import process, are reported in the PSSITE.LOG file. You should always review this file after every transmission or import session. Most such problems are easily identified and corrected if they are addressed immediately.

If the error log indicates that you have imported a P.O. that includes an item or status record that is not on file, follow these steps to correct the problem:

1. Cancel the imported order
2. Set up the new item or status record, using *INVENTORY Items* or *Status*
3. Re-import the same order

An alternative is to simply set up the item, without first cancelling the imported order, and then run *Recalculate inventory quantities* on the *INVENTORY File utilities* menu.



Chapter 21

Inventory History Report

If you specified in the P/A Control file to retain inventory history, use this selection to print a report showing a record of all transactions that have been posted for your inventory items.

Inventory history is created when you post inventory transactions through *INVENTORY Inventory » Post* or when you post a receiver in *Receivings » Receive P.O.'s* or *Receivings » Receive without P.O..*

Inventory history can also be viewed using *View » Inventory history*.

To Begin

Select *Inventory history* from the *P.O. reports* menu.

When entries are complete for the Inventory History Report, you see a screen similar to this:

P.O. reports Acme Enterprises Inc.

Inventory history

Please enter

1. Location
2. Starting item #
3. Ending item #
4. Starting trx date
5. Ending trx date
6. Transaction type
7. Category/sub-category
8. Class/season
9. Report format

Leave blank for "Central", or press F1 for "All"

NOTE: If you are not using multi-warehousing, you will not see the "Location" field, and all subsequent field numbers are one less than shown.

Enter the following information:

Location

If you are using multi-warehousing, enter the location to print inventory history for one location, ENTER to specify the "Central" location, or F1 for "All" locations.

Starting item

Ending item

Enter the range of item numbers to be printed on the report. Follow the screen instructions.

Starting trx date

Ending trx date

Enter the range of transaction dates of the transactions to be printed on the report. Follow the screen instructions.

Transaction type

Enter the letter that corresponds to the type of transaction you wish to include in the report. Your choices are:

- R To include only receiving transactions
- C To include only credit memo transactions
- T To include only transfer transactions
- A To include only adjustment transactions
- S To include only sale transactions
- J To include only job usage transactions
- K To include only kit assembly transactions
- U To include only component usage transactions

You may also press F1 to include "All" transaction types.

Category/sub-category

Enter the category and sub-category to print inventory transactions for only one item category or F1 to include "All" categories and/or sub-categories.

Class/season

Enter the class and season to print inventory transactions for only one item class or season, or F1 to include "All" classes and/or seasons.

Report format

Enter D to print a detail report, or enter S to print a summary report.

The summary report shows quantity, price, and cost totals for each transaction type and item. The detail report also shows the same information for each transaction and location (if using multi-warehousing).



Chapter 22

On Order By Month Report

Use this selection to print the On Order by Month report, which includes the cost, retail value, and units totals for your open P.O.'s and for on hand items that are on your open P.O.'s.

Cost, retail, and units are subtotaled by month, and you may choose whether to print subtotals for vendors, item categories, or category/sub-category combinations. The months that are used for this report are based on the calendars you created in *Setup » Calendars*. A calendar for the "Current year" must be on file.

The brief version of the report shows only totals.

To Begin

Select *On order by month* from the *Reports, P.O.* menu.

When entries are complete for the On Order by Month Report, you see a screen similar to this:

P.O. reports Acme Enterprises Inc.
On order by month

Please enter

1. Print in order by
2. Starting delivery date
3. Ending delivery date
4. Include prior P.O.'s ?
5. Vendor number
6. Category/sub-category
7. Class/season
8. Location
9. Report format

= Vendor number = Category = Category/sub-category

NOTE: If you are not using multi-warehousing, you will not see the "Location" field.

If you have previously run this report and saved the screen entries as default parameters, those entries are automatically displayed and the cursor is positioned at "Field number to change ?". Use "Field number to change ?" to change any entry for this report, or press F1 to clear all default entries and re-enter each field.

Enter the information as follows:

Print in order by

Specify in which order to print the report. Enter V to print and subtotal by vendor, C to print and subtotal by category, or S to print and subtotal for each category/sub-category combination.

Starting delivery date

Enter the earliest delivery date for a P.O. to be included in the totals, or ENTER to default to the first day of the current month.

The first day of the current month is determined based on the system date and the calendar for the "Current year" in the INVENTORY Control file.

This report shows totals for P.O.'s to be delivered in each of six months, beginning with the month of the "starting delivery date".

Ending delivery date

Enter the latest delivery date for a P.O. to be included in the totals, or ENTER to default to the last day of the fifth month after the starting month.

If you enter an "Ending delivery date" that is more than six months from the "Starting delivery date", the sixth month is labelled "Future" on the report and includes deliveries for the sixth and all later months.

Include prior P.O.'s ?

Answer Y if you wish to include a column on the report for purchase orders with delivery dates prior to the starting month. Answer N to exclude all older, presumably "late", P.O.'s.

Vendor number

Enter the number of the vendor whose purchase orders you want included in the report, or use one of the options:

- F1 For "All" vendors
- F2 To display the next vendor number
- ENTER To search for the vendor by name

Category/sub-category

Enter the category and sub-category for which to include purchase order lines, or F1 to include "All" categories and/or sub-categories.

Class/season

Enter the class and season for which to include purchase order lines, or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter the location code to print purchase order totals for only one location, or use one of the options:

- ENTER For the "Central" location
- F1 To include "All" locations
- F2 To enter a location group

If you press F2, enter a location group, F1 to display the next location group, or F2 to enter a single location.

If you enter a location group, the following field appears:

Report locations

Enter S if you wish to print a separate report for each location. Enter M to merge all locations into a single report. Enter D to include all locations in a detailed report, with a detail line for each location.

Report format

Enter B to print a brief report, or press F for a full report.

The full report shows cost, retail, and unit subtotals for P.O.'s that are scheduled for delivery in each month, along with on-hand information for ordered inventory items. The brief report shows cost subtotals only.

When you press ENTER at "Field number to change ?", you are asked:

Save as default report parameters ?

Answer Y to save all the answers on this screen as the default report parameters. Answer N if you do not want to store the displayed answers as the defaults. The next time you run *Reports, P.O. » On order by month*, the default parameters will be automatically displayed.



Chapter 23

Open P.O.'s Report

Use this selection to print a report of P.O.'s which contain items that have not yet been received. The report shows ordered, received, and backorder information for each P.O. The extended cost and retail value of the quantity received are also shown.

The report can be printed in detail or summary for a range of P.O.'s, vendors, items, and dates. It can be printed in order by P.O. number, vendor, item, or location.

To Begin

Select *Open P.O.'s* from the *Reports, P.O.* menu.

When entries are complete for the Open P.O.'s Report, you see a screen similar to this:

P.O. reports Acme Enterprises Inc.
Open P.O.'s

1. Starting P.O.#	<input type="text"/>	7. Starting order date
2. Ending P.O.#		8. Ending order date
3. Starting vendor #		9. Starting delivery date
4. Ending vendor #		10. Ending delivery date
5. Starting item #		11. Starting cancel date
6. Ending item #		12. Ending cancel date
13. Location		
14. Detail or summary		
15. Print in order by		
16. Print allocation info ?		
17. Quantity format		

Press **F1** for "First"

NOTE: If you are not using multi-warehousing, you do not see the "Location" field.

Enter the information as follows:

Starting P.O.#

Ending P.O.#

Enter the range of P.O. numbers to be included on the report. Follow the screen instructions.

Starting vendor #

Ending vendor #

Enter the range of vendors to be included on the report. Follow the screen instructions.

Starting item #

Ending item #

Enter the range of item numbers to be included on the report. Follow the screen instructions.

Starting order date

Ending order date

Enter the range of P.O. order dates to be included on the report. Follow the screen

instructions.

Starting delivery date

Ending delivery date

Enter the range of P.O. delivery dates to be included on the report. Follow the screen instructions.

Starting cancel date

Ending cancel date

Enter the range of P.O. cancel dates to be included on the report. Follow the screen instructions.

Location

If you are using multi-warehousing, enter the location for which you want orders to be printed, ENTER for the "Central" location, or F1 for "All" locations.

Detail or summary

Enter D for a detail report, or enter S for a summary report.

The detail report shows order, receiving, and backorder information for each item in the selected range of orders. The summary report shows totals only for each selected order.

Print in order by

Enter P to print the report in order by P.O. number, V for vendor number order, I for item number order, or L for location order (if you are using multi-warehousing).

If you select to print the report in order by P.O. number, an additional field appears:

Print header info ?

Answer Y if you wish the P.O. header information to print on the report. Header information includes the vendor address, F.O.B., ship-via method, special terms, and special message.

Entry in the following fields is allowed only if you selected to print a detail report.

Print allocation info ?

Answer Y if you wish to print location allocations for allocated P.O's. If you are using Apparel, an allocation summary by location is printed for gridded items, as well as colour/size allocations by location. The allocation information is printed in the format specified for the "Quantity format" field.

Answer N if you do not wish to show location allocations for allocated P.O.'s. If you answer N, "(Not applicable)" displays for the "Quantity format" field (if this field appears).

If you are using multi-warehousing or Apparel, the following field appears:

Quantity format

If you specified to print colour/size information or allocation information, enter G to print the colour/size quantities and/or allocated quantities in a grid format or enter L to print the quantities in a list format.

If you select to print quantities in a grid format, an additional field appears:

Print which qty ?

Enter O if you wish to print quantity on order in each grid cell, R to print quantity to be received, B to print quantity backordered, or P to print quantity previously received for this purchase order.



Chapter 24

P.O.'s to be Received Report

Use this selection to print the P.O.'s to be Received report, which lists open P.O.'s in the order you select, with or without line items.

To Begin

Select *P.O.'s to be received* from the *P.O. reports* menu.

When entries are complete for the P.O.'s to be Received Report, you see a screen similar to this:

P.O. reports Acme Enterprises Inc.
P.O.'s to be received

Please enter

1. Print in order by	Vendor #
2. Starting delivery date	"Earliest"
3. Ending delivery date	"Last"
4. Vendor number	SAMCO Samco Software Inc.
5. Category/sub-category	"All" / "All"
6. Class/season	"All" / "All"
7. Location	Central Central
8. Exclude drop ship	0
9. Report format	Summary

F1 = clear default screen
Field number to change ?

NOTE: If you are not using multi-warehousing, you will not see the "Location" field and "Report format" will be field number 7.

If you have previously run this report and saved the screen entries as default parameters, those entries are automatically displayed and the cursor is positioned at "Field number to change ". Use "Field number to change ?" to change any entry for this report, or press F1 to clear all default entries and re-enter each field.

Enter the information as follows:

Print in order by

Specify the sequence in which to print the report. Enter V to print open purchase orders in vendor, C to print in category order, I to print in order by item number, P to print in order by purchase order number, or D to print in order by delivery date.

Starting delivery date Ending delivery date

Enter the range of P.O. delivery dates to be included on the report. Follow the screen instructions.

? Vendor number

Enter the number of a vendor to print only purchase orders for one vendor, or use one of the options:

- F1** For "All" vendors
- F2** To display the next vendor number
- ENTER** To search for the vendor by name

Category/sub-category

Enter the category and sub-category to include only one item category or sub-category, or F1 to include "All" categories and/or sub-categories.

Class/season

Enter the class and season to include only one item class or season, or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter a location code to print purchase orders for only one location, ENTER for the "Central" location, or F2 to enter a location group.

If you press F2, enter a location group (up to 5 characters), F1 to display the next location group, or F2 to enter a single location.

If you enter a location group, the field "Report locations" appears. "Separate" automatically displays for this field, and entry is not allowed. "Separate" indicates that the program will print a separate report for each location.

Report format

Enter F to print a full report, B to print a brief report, or S to print a summary report.

The full report shows item number, description, category, sub-category, class, season, comment, quantity on order, price, and cost information for each line item. It also includes line item count, quantity on order, price, and cost subtotals and grand totals.

The brief report is single-spaced and does not include sub-category, class, season, or comment.

The summary report shows only subtotals and grand totals.

When you press ENTER at "Field number to change ?", you are asked:

Save as default report parameters ?

Answer Y to save all the answers on this screen as the default report parameters.

Answer N if you do not want to store the displayed answers as the defaults. The next time you run *Reports » P.O.'s to be received*, the default parameters will be automatically displayed.



Chapter 25

Received P.O. History Report

If you specified in the P/A Control file to retain received P.O. history, use this selection to print a report showing P.O.'s and items that have already been received from a vendor, as well as those that have been cancelled.

Received P.O. history is created when you post a receiver in *Receivings (Receive P.O.'s)* or *Receivings (Receive without P.O.)*, or when you cancel a P.O. or line items of a P.O. in *Receivings (Receive P.O.'s)*.

Received P.O. history can also be viewed using *View (Received P.O. history)*.

To Begin

Select *Received P.O. history* from the *P.O. reports* menu.

When entries are complete for the Received P.O. History Report, you see a screen similar to this:

P.O. reports
Acme Enterprises Inc.

Received P.O. history

Please enter

1. Print in order by
2. Location
3. Item # range
4. P.O. # range
5. Vendor # range
6. Order date range
7. Receipt date range
8. Category/sub-cat
9. Class/season
10. Report format
11. Incl cancelled P.O.?

1 = Vendor/P.O. 2 = Vendor/Item 3 = Item/P.O. 4 = P.O./Item

NOTE: If you are not using multi-warehousing, you will not see the "Location" field, and all subsequent field numbers are one less than shown.

Enter the following information:

Print in order by

Specify the sequence in which you wish to print the report. Your choices are:

- 1 purchase orders received from a specified vendor
- 2 items received from a specified vendor
- 3 purchase orders that contained a specified item
- 4 items on a specified purchase order

Location

If you are using multi-warehousing, enter a location to print received P.O. history for one location, ENTER to specify the "Central" location, or F1 for "All" locations.

Item # range

Enter the beginning and ending item numbers to include in the report. Follow the screen instructions.

P.O. # range

Enter the beginning and ending purchase order numbers to include in the report. Follow the screen instructions.

Vendor # range

Enter the beginning and ending vendor numbers to include in the report. Follow the screen instructions.

Order date range

Enter the beginning and ending order dates to include in the report. Follow the screen instructions.

Receipt date range

Enter the beginning and ending receiving dates to include in the report. Follow the screen instructions.

Category/sub-cat

Enter the category and sub-category to include only one item category or sub-category, or F1 to include "All" categories and/or sub-categories.

Class/season

Enter the class and season to include only one item class or season, or F1 to include "All" classes and/or seasons.

Report format

Enter D to print a detail report, or enter S to print a summary report.

NOTE: If you are printing in order by "P.O./Item" or "Item/P.O", "Detail" appears in this field and an entry is not allowed.

The detail report shows for each received line item the receiving date, location (if using multi-warehousing), quantities ordered and received, unit cost, and purchasing unit. The summary report shows only totals for quantities and costs.



Chapter 26

Unvouchered Receivings Report

This chapter explains how to print a report of receivings that have not yet been vouchered into Accounts Payable.

To Begin

Select *Unvouchered receivings* from the *P.O. reports* menu.

When entries are complete for the Unvouchered Receivings Report, you see a screen similar to this:

P.O. reports Acme Enterprises Inc.
Unvouchered receivings

Please enter

1. Print in order by
2. Location
- 3 . P.O. # range
- 4 . Vendor # range
- 5 . Order date range
- 6 . Receipt date range
- 7 . Report format

= Vendor/P.O.# = P.O.#

NOTE: If you are not using multi-warehousing, you will not see the "Location" field, and all subsequent field numbers are one less than shown.

Enter the following information:

Print in order by

Specify the sequence in which you wish to print the report. Enter V to print information grouped by vendor, then P.O. number, or enter P to print information grouped by P.O. number.

Location

If you are using multi-warehousing, enter a location to print unvouchered receivings for one location, ENTER to specify the "Central" location, or F1 for "All" locations.

P.O. # range

Enter the beginning and ending purchase order numbers to include in the report. Follow the screen instructions.

Vendor # range

Enter the beginning and ending vendor numbers to include in the report. Follow the screen instructions.

Order date range

Enter the beginning and ending order dates to include in the report. Follow the screen instructions.

Receipt date range

Enter the beginning and ending receiving dates to include in the report. Follow the screen instructions.

Report format

Enter D to print a detail report, or enter S to print a summary report.

The detail report shows for each received line item the location (if using multi-warehousing), quantities ordered and received, unit cost, miscellaneous charge amount, and purchasing unit. The summary report shows only totals for quantities, miscellaneous charges, and costs.



Chapter 27

Unvouchered Cash Requirements Report

This chapter explains how to print a report of receivings that have not yet been vouchered and their impact on cash flow.

To Begin

Select *Unvouchered cash requirements* from the *P.O. reports* menu.

When entries are complete, you see a screen similar to this:

Reports Acme Enterprises Inc.

Unvouchered cash requirements

Please enter

1. Payment date	<input type="text" value="4/15/20"/>
2. Cut-off date	<input type="text" value="4/14/20"/>
3. Print in order by	<input type="text" value="Vendor number"/>
4. Show detail	<input type="text" value="Y"/>
5. Starting PO #	<input type="text" value="First"/>
6. Ending PO #	<input type="text" value="Last"/>
7. Starting vendor	<input type="text" value="First"/>
8. Ending vendor	<input type="text" value="Last"/>
9. Default days	<input type="text" value="30"/>

Field number to change ?

Enter the following information:

Payment date

Enter the anticipated date of payment.

Cut-off date

Enter the last receiving date for unvouchered receivings to be included on the report. All receivers with dates past this date will not be included.

Print in order by

Enter V to sort all vouchers by vendor or P by purchase order number.

Show detail?

Answer Y if you want to see individual receivings detail, or N for a summary.

Starting PO #

Ending PO #

Enter a range of PO numbers to include on the report.

Starting vendor

Ending vendor

Enter a range of vendors to include on the report.

Default days

Enter the default term days to apply to the report. Since the due date can be set at time of vouchering the system will use the number of days entered here for the default calculation of due date.



Chapter 28

Merchandising Reports

This chapter explains the merchandising reports that are available if you specified in the P/A Control file to retain merchandise history. The reports are:

- Consolidated Grid Report
- Current/Prior Year Analysis Report
- Hot/Cold Analysis Report
- Retail Inventory Value Report
- Six Week Item History Report

To run these reports, a reporting calendar must be defined in the Calendar file for the current year (the current year is specified in the P/A Control file). In addition, some reports also require calendars to be defined for "Last year" and "Next year". See the chapter titled *Calendars* for more information.

The Consolidated Grid Report shows current inventory status and historical sales activity for an item or item group. Data may be reported at the grid level. Data may be consolidated for items with identical grids (or identical size scales) for reporting purposes.

The Current/Prior Year Analysis Report compares this year's versus last year's performance of inventory for vendors, item categories, or item sub-categories. The comparisons include quantities received and sold, percent of inventory sold, gross profit percent, markdown percent, turn rate, and gross margin return on investment.

The Hot/Cold Analysis Report allows ranking of items based on user-specified criteria, such as sales units, sales dollars, sell-thru-%, value in inventory, etc. It allows the user to focus in on "what's hot and what's not".

The Retail Inventory Value Report provides inventory value based on the retail inventory method, and includes beginning of period value, receipts, transfers, adjustments, sales, markdowns, and ending value, all at retail.

The Six Week Item History Report shows the unit sales by week for individual items, grouped by vendor, by item category, or by item sub-category. This report highlights current selling trends and can be used to make decisions regarding whether an item should be marked down or re-ordered. Additional merchandising information is provided for the item based on the last six months.

Merchandising Report Fields

This section explains some of the conventions and terms used in the merchandising reports. The terms are used in report headings and printed on reports. You may prefer to refer to these descriptions as you review the reports.

Conventions

All quantities are printed in integer units. Sales and cost amounts are rounded to the nearest dollar.

"Weeks" and "months" are obtained from the Calendar file.

Terms

%Sld Percent-sold (also known as Sell-through-%) is the percentage sold of an item based on what has been received. A high percentage indicates an item is moving well. The calculation is as follows:

$$\%Sld = ((Qty-sold / (Beg-bal + Qty-recvd + Qty adj + Qty-xfer-in - Qty-xfer-out)) * 100$$

This calculation is performed for data over a certain period of time, normally the six months preceding the "as of" date.

GP% Gross profit percent - shows profitability of an item, usually based on historical sales. This is also called "maintained markup percent". The formula is:

$$GP\% = ((Sales-\$ - Cost-\$) / Sales-\$) * 100$$

MD% Markdown-% shows how much below original retail an item sold for. It is calculated as:

$$MD\% = (((Qty-sold * Reg-price) - Sales-\$) / (Qty-sold * Reg-price)) * 100$$

MU%	<p>Markup-% shows the planned profitability of an item based on the relationship between its planned price and its cost. To calculate MU% based on Price-1:</p> $\text{MU\%} = ((\text{Price-1} - \text{Replc-cost}) / \text{Price-1}) * 100$ <p>This is sometimes referred to as "initial markup", when an item is first purchased.</p> <p>To calculate the MU% based on Regular-price, the formula is:</p> $\text{MU\%} = ((\text{Reg-price} - \text{Replc-cost}) / \text{Reg-price}) * 100$
On-hand	The quantity on-hand in the Status (or Item) file at the time the report is run. This value is not affected by your entry for "Reporting date".
On-order	The quantity in the Status (or Item) file at the time the report is run, based on outstanding P.O.'s . This value is not affected by your entry for "Reporting date".
Rcvd	<p>The total net quantity received for all transactions that occurred in the reporting period.</p> $\text{Rcvd} = \text{Qty-rcvd} + \text{Qty-adj} + \text{Qty-xfer-in} - \text{Qty-xfer-out}$
GMROI	<p>Gross margin return on investment measures the profitability of merchandise as an investment, annualized. For example, if you invest \$100 in inventory for a year and earn a profit of \$50 (by making sales of \$150), the GMROI is 0.5. If you make the sales in only six months, thus reducing the amount of time your money was tied up, your GMROI is 1.0. The calculation is:</p> $\text{GMROI} = (\text{Sales-\$} - \text{Cost-\$}) / \text{Avg-inventory} \\ * \text{on-hand-at-cost}$
Turn-rate	Turn-rate measures how quickly your inventory moves. For example, a turn rate of 6 would indicate that you sell your merchandise quickly enough to replace it six times per year. It is calculated by dividing the cost of goods sold by the average cost of goods on hand during a period, annualized to show the result projected for a year's time.
Weeks-OH	<p>Weeks on hand is a projection of how many weeks will elapse before the qty-on-hand will reach zero, based on the rate of sales for the period (since the merchandise arrived). The formula is:</p> $\text{Avg-units-sold-per-day} = \text{Total-units-sold-in-period} / \text{Number-of-days-in-period}$

$$\text{Weeks-OH} = (\text{Units-on-hand} / (\text{Avg-units-sold-per-day} * 7))$$

Printing the Merchandising Reports

The screens for printing the merchandising reports are all very similar. The section below describes the fields that are common to all the screens, using the Current/Prior Year Analysis report screen as an example. Following that section, the screen for each merchandising report is shown with explanations of any different fields.

To Begin

Select the report you wish to print (*Current/prior year analysis*, for example) from the *Merchandising reports* menu. You then see a screen similar to this:

Merchandising reports Acme Enterprises Inc.

Current/prior year analysis

Please enter

1. Print in order by	<input type="text" value="Vendor number"/>
Reporting dates	
2. This year	<input type="text" value="4/15/20"/>
3. Last year	<input type="text" value="4/15/19"/>
4. Vendor number	<input type="text" value="A11"/>
5. Category/sub-category	<input type="text" value="A11"/> / <input type="text" value="A11"/>
6. Class/season	<input type="text" value="A11"/> / <input type="text" value="A11"/>
7. Location	<input type="text" value="A11"/>
8. Report format	<input type="text" value="Detail"/>

F1 = clear default screen

Field number to change ?

NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Location" field.

Using a Saved Report Screen

If a merchandising report screen was saved previously when using one of the selections, it displays automatically. Use "Field number to change " to make any necessary changes for the report to be printed. You may also press F1 to clear the screen to enter a new report screen.

When completed entering the fields on a screen to print a report, and pressing ENTER at "Field number to change ?", you are asked:

Save as default report parameters ?

Answer Y to save all the answers on this screen as the default report parameters. Answer N if you do not want to store the displayed answers as the defaults. The next time you run this report, the default parameters are automatically displayed.

Fields Common to all Merchandising Report Screens

Print in order by

Specify the order in which to print the report. Enter V to print information grouped by vendor, C to group by category, or S to group by sub-category.

Reporting date(s)

The reporting date is the "as of" date for the report. The reporting date relates to the reporting calendars defined in the Calendar file. The "current" reporting calendar year is specified in the Inventory Control file, and must be defined in the Calendar file.

For many reports, calendars for the current year's "Last year" and "Next year" must also be defined in the Calendar file.

The reporting date field typically defaults to the current (system) date.

Vendor number

Enter the number of the vendor to be included in the report, or use one of the options:

F1 For "All" vendors

F2 To display the next vendor

ENTER To search for the vendor by name

Category/sub-category

Enter a specific category and sub-category to include information for only one category or sub-category, or F1 to include "All" categories and/or sub-categories.

Class/season

Enter a specific class and season to include information for only one class or season,

or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter a location code to include items from only one location in the report, or use one of the options:

ENTER For the "Central" location

F1 To include "All" locations (not available on Retail Inventory Value Report)

F2 To specify a location group

If you press F2, enter a location group, or use one of the options:

F1 To display the next location group

F2 To enter a single location

If you enter a location group, the following field appears:

Report locations

Enter S if you wish to print a separate report for each location. Enter M to merge all locations into a single report. Enter D to include all locations in a detailed report, with subtotals for each location.

For a "separate" report, the entire report is printed for each location, followed by grand totals for all locations.

For a "merge" report, the values for all locations are combined and printed on one line.

For a "detail" report, a detail line is printed for each location, followed by a total for all locations.

Consolidated Grid Report

When entries are complete for the Consolidated Grid report, you see a screen similar to this:

Merchandising reports Acme Enterprises Inc.
Consolidated grids

Please enter

1. Print in order by

2. Vendor number

3. Category/sub-cat

4. Class/season /

5. User-defined (Not applicable)

6. Location

7. Show non-grid items ? ☒

Out-of-stock items ? ☒

8. Consolidation level Report format

9. Fields to print

10. Reporting period thru

F1 = clear default screen
Field number to change ?

The fields that are different for this report's screen are:

Show non-grid items ?

Answer Y to include all items on the report, or answer N to include only gridded items.

Out-of-stock items ?

Answer Y to include all items on the report, or answer N to include only items with quantity on hand.

Consolidation level

Enter G to consolidate data for items that have identical grids, S to consolidate data for items that have identical size scales (same grid column headings), or BLANK for no consolidation of items based on their grid information.

If you enter G or S, the following field appears:

List grouped items ?

Answer Y to print the list of individual items that are included in each consolidated grid. The list precedes the consolidated grid information. Answer N if you do not wish to print the list.

If you specified a consolidation level of "None", the following field appears:

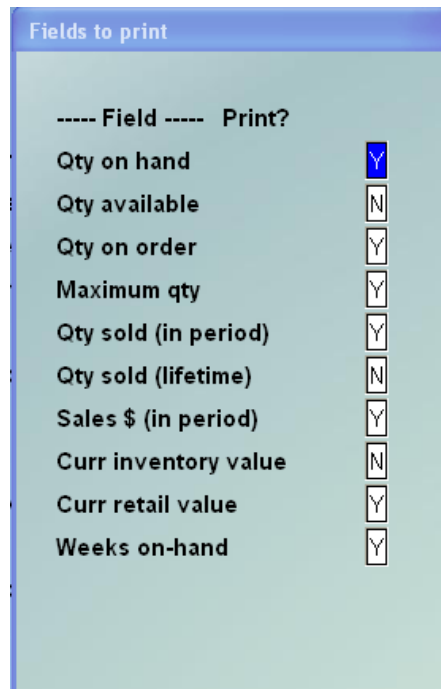
Report format

Enter D for a detail report, S for a summary report, or B for a report including both detail and summary.

The Detail report includes information for the specified fields for all sizes, for each "colour" (row) The Summary report prints one grid to summarize across all "colours" (rows). The Both (detail and summary) report includes the detail grid information (for each "colour") followed by the summary grid information.

Fields to print:

At "Fields to print:" a window similar to the following is displayed:



Field	Print?
Qty on hand	<input checked="" type="checkbox"/>
Qty available	<input type="checkbox"/>
Qty on order	<input type="checkbox"/>
Maximum qty	<input type="checkbox"/>
Qty sold (in period)	<input type="checkbox"/>
Qty sold (lifetime)	<input type="checkbox"/>
Sales \$ (in period)	<input type="checkbox"/>
Curr inventory value	<input type="checkbox"/>
Curr retail value	<input type="checkbox"/>
Weeks on-hand	<input type="checkbox"/>

Under "Print?" enter Y for each field you wish to print on the report, or enter N to exclude the field from the report.

The "Detail?" column only appears if you have specified a location group and entered D at "Report locations". Enter Y if you wish to print information for each location as well as a summary line for all locations; otherwise, enter N. Detail is allowed for a maximum of three fields.

Your selections for "Fields to print" dramatically affect the amount of information that prints on the report. You may print only a single field, or up to ten fields, or an additional forty-eight "location detail" fields for up to three fields.

Reporting period

If in "Fields to print" you selected "Qty sold (in period)", "Sales \$ (in period)", or "Weeks on-hand", enter the beginning and ending dates for the period. If you did not select any of those fields, the dates are blank, and entries are not allowed.

Current/Prior Year Analysis Report

When entries are complete for the Current/Prior Year Analysis report, you see a screen similar to this:

The fields that are different for this report's screen are:

Merchandising reports Acme Enterprises Inc.

Current/prior year analysis

Please enter

1. Print in order by	Vendor number
Reporting dates	
2. This year	3/31/20
3. Last year	3/31/19
4. Vendor number	"All"
5. Category/sub-category	"All" / "All"
6. Class/season	"All" / "All"
7. Location	"All"
8. Report format	Detail

F1 = clear default screen
Field number to change ? 1

Reporting dates:

This year

Enter the cutoff date for the current year's analysis.

Last year

Enter the cutoff date for the prior (last) year's analysis, or press ENTER to default to an equal number of reporting days in the prior year .

Report format

Enter D for a detail report, or enter S for a summary report.

The detail report includes information for each of the selected items, grouped as you specified in the "Print in order by" field, and grand totals. The summary report shows subtotals only for the main groupings that you specified (for example, for vendors only, not categories within vendors) and grand totals.

Hot/Cold Analysis Report

When entries are complete for the Hot/Cold Analysis report, you see a screen similar to this:

The screenshot shows a software interface for generating a Hot/Cold Analysis report. At the top, it says "Merchandising reports" and "Acme Enterprises Inc.". Below that, "Hot/cold analysis" is displayed. The main area is titled "Please enter" and contains a list of 11 numbered prompts for user input. A blue box with the letter 'I' is positioned next to the first prompt. The prompts are: 1. Print report for (with a sub-prompt "Print in order by"), 2. Reporting date, 3. Vendor number, 4. Category/sub-category, 5. Class/season, 6. User-defined (with a sub-prompt "(Not applicable)"), 7. Hot or cold items ?, 8. How many items ?, 9. Ranking basis, 10. Show inventory status as, and 11. Location. At the bottom, a legend defines the codes: I = Item, V = Vendor, C = Category, and S = Category/sub-category.

Merchandising reports
Hot/cold analysis

Acme Enterprises Inc.

Please enter

1. Print report for
Print in order by
2. Reporting date
3. Vendor number
4. Category/sub-category
5. Class/season
6. User-defined
(Not applicable)
7. Hot or cold items ?
8. How many items ?
9. Ranking basis
10. Show inventory status as
11. Location

I = Item V = Vendor C = Category S = Category/sub-category

The fields that are different for this report's screen are:

Print report for

Specify the information to be printed on the report. Enter I to print the report for items, V for vendors, C for categories, or S for Categories/sub-categories.

Then you are asked:

Print in order by

Specify the order in which to print the information. Enter R to print the information in order by rank or enter the letter that corresponds to the type of information for which the report is being printed (Item number, Vendor number, Category, or Category/Sub-category).

Reporting date

Enter the "as of" date for the report.

After entering a date, specify the time period in the current year's calendar to be reported on, up to the reporting date. Enter W to report on the week in which the reporting date occurs, M for the month, S for the season, Y for the year, or L for life-to-date to include all history up to the reporting date.

Hot or cold [items/vendors/etc.] ?

Enter H to print the high-performing items (vendors, categories, or sub-categories), or enter C to print the low-performing items.

How many [items/vendors/etc.] ?

Enter the number of items (vendors, categories, or sub-categories) to include on the report, or F1 for "All" items (vendors, etc.).

Ranking basis

Enter the character that corresponds to the value to use to determine how the information is to be ranked. The choices are:

- S** sales dollars
- Q** quantity sold
- T** turn rate
- M** GMROI (gross margin return on investment)
- G** gross profit dollars
- P** gross profit percent
- D** percent sold (for the reporting period)
- W** weeks on-hand

Show inventory status as

Your entry here determines the value used when printing the "On-hand", "On-order", "Beg-bal" and "End-bal" fields on the report. Enter Q to print quantities for these inventory fields, C to print costs, or R to print retail value (price-1 x quantity on-hand).

Retail Inventory Value Report

When entries are complete for the Retail Inventory Value report, you see a screen similar to this:

Merchandising reports
Retail inventory value

Acme Enterprises Inc.

Please enter

1. Print in order by
2. Starting reporting date
3. Ending reporting date
4. Vendor number
5. Category/sub-category
6. Class/season
7. Location
8. Report format

= Vendor number = Category = Category/sub-category

The fields that are different for this report's screen are:

Reporting dates:

Starting reporting date

Enter the beginning date for the period, or [Enter] to default to the first day of the current month.

Ending reporting date

Enter the ending date for the period

Report format

Enter F for a full report, or enter B for a brief report.

The full report includes retail value, cost value, and units sold; the brief report shows only retail values. These values are reported as of the beginning date and the ending

date, and for each type of transaction that occurred between the two dates. They are grouped as you specified in the "Print in order by" field.

Six Week Item History Report

When entries are complete for the Six Week Item History report, you see a screen similar to this:

The fields that are different for this report's screen are:

Merchandising reports
Six week item history

Acme Enterprises Inc.

Please enter

1. Print in order by
2. Reporting date
3. Vendor number
4. Category/sub-category
5. Class/season
6. Location
7. Report format

V = Vendor number C = Category S = Category/sub-category

Reporting date

Enter the "as of" date for the report, or .

The name of the week (in the Calendar file) associated with this date is then displayed.

Report format

Enter D for a detail report, or enter S for a summary report.

The detail report includes information for each of the selected items, grouped as you specified in the "Print in order by" field, and grand totals. The summary report shows subtotals only for the main groupings that you specified (for example, for vendors

only, not categories within vendors) and grand totals.



Chapter 29

Open to Buy

The term "open to buy" describes merchandise that has been budgeted for purchase during a given time period but has not yet been ordered. Purchasing allow you to set budgets for sales activity and merchandise inventory levels, to place purchase orders for merchandise to fulfil those levels, and to monitor the current status of the open-to-buy amount (the amount remaining to be purchased to meet the budget).

Open to buy is based on a user-defined merchandise planning calendar. Plans can be established for a single store, or for a "location group" of up to 48 stores. Plans can be budgeted using retail dollars, purchase cost, or units (quantity). Plans may be classified by category, category/sub-category, vendor, or vendor/category. Most retailers use the terms "department" and "classification" (or "class") instead of "category" and "sub-category".

Each plan is broken down by planning classification, by month, and optionally by store. After you have established a budget for projected sales, beginning-of-month/end-of-month inventory levels, markdowns, adjustments, etc., the plan allows tracking of "actuals" for the current year, as well as last year's budgets and actuals. Plans may be created manually or by re-scaling of data from existing (last year's) plans. Plans may also be created globally, then split across multiple stores.

Information from outstanding purchase orders and actual merchandise history may be integrated into the plan for simplified monitoring and comparison. You may also view the current open-to-buy situation and note what effect new or cancelled purchase orders would have on the open-to-buy status.

Screens and reports in Open to buy are user-configurable to allow for flexible presentation of this year/last year and budget/actual information at retail, cost, and/or units.

NOTE: In order to understand the concepts and overall functioning of Open to buy, it is strongly recommended that you read and understand the following overview section before attempting to set up Open to buy on your system.

Overview

This section explains the basic steps to follow in setting up and using Open to buy. Specific instructions for using the software may be found beginning with the section following this overview titled "Create a Master Plan".

1) Create a master plan

A master plan specifies the calendar, or merchandising period, for which you wish to budget, and contains information on how you want to plan, how you want to view your data and, if you are using multi-warehousing, what location or location group the plan is for. The master plan does not contain any budget or actual figures. Those figures are contained in the individual plans associated with the master plan.

In a master plan, you choose your planning classifications: by category, category/sub-category, vendor, or vendor/category. You also select whether you wish the default view of your merchandising figures to be at retail, cost, or units.

A master plan can be for a single location or for a location group of up to 48 locations. A master plan for a location group can be "separate" or "merged". This means that for each planning classification within the master plan (i.e., a particular category and sub-category, or a particular vendor), you may enter a "separate" plan for each location, or you may choose to enter a single "merged" plan that covers all of the locations in the location group.

EXAMPLE: A 3-store women's clothing chain called ABC Company wishes to use Open to buy to plan their purchases for their "short" season (March through June) of 1998. ABC's stores have a sportswear department and a dress department, and they use the categories of SPTSW and DRESS to classify the items in their I/C Item file. ABC also uses the sub-categories NCOOR (non-coordinated) and COOR (coordinated) for their sportswear items, and the sub-categories EVEN (evening) and DAY (daytime) for their dress items.

ABC Company wants to plan at retail for the combined three stores, so they set up a master plan that specifies to plan by category and sub-category at retail for a location group that includes the three stores. They choose to use a "merged" plan in order to plan all three stores combined rather than plan each store individually.

2) Create plans for each planning classification and each location

The individual plans for a master plan contain the budget figures for each planning classification. A separate plan is set up for each planning classification and, for

multi-location "separate" plans, a plan is established for each location.

Budget figures are set for the beginning inventory for the first month in the planning period, then for the sales, receipts, markdowns, and adjustments for each month. The default format for entry of these figures (retail, cost, or units) is specified in the master plan, although you have the option to change methods at any time.

If you are using Open to buy for the first time, you may wish to enter last year's actual data and automatically calculate your budgets based on last year's figures. You may also auto-calculate budget figures based on last year's budgets if they have been previously set up in Open to buy. For example, you may use the auto-calculate function next year to base next year's budgets on a percentage increase or decrease of this year's budget or actual figures.

EXAMPLE: ABC Company creates their first plan for Coordinated Sportswear (Category SPTSW, sub-category COOR), entering the beginning inventory for March, and the sales, receipts, markdowns, and adjustments budgets for each month (March through June, as specified in the master plan). A second plan is created for Non-coordinated Sportswear (SPTSW/NCOOR), a third for Daytime Dresses (DRESS/DAY), and a fourth for Evening Dresses (DRESS/EVEN).

3) Calculate actual figures from merchandise history and P.O.'s

The purpose of calculation is to update the actual monthly figures within each plan to determine actual status versus the budgeted projections. Calculation is performed for a master plan and updates the actual figures for every plan associated with the master plan. Actual figures are calculated for each plan by month using Purchasing's merchandise history and open purchase orders for the time period specified.

Create a Master Plan

Use this selection to create a master plan for Open to buy.

Select *Master Plans* from the *Open to buy* menu.

After completing the screen to create a master plan, it appears similar to this:

Open to buy Acme Enterprises Inc.

Master plans (Enter)

* 1. Plan ID

2. Description

3. Calendar
Starting month

4. Plan by
Using

5. Buyer

6. Location

Tags

F1 = next master plan

(Additional fields appear for a multi-location master plan.)

Enter the information as follows:

Plan ID

Enter the master plan ID, or **F1** to find the next master plan

Description

Enter the master plan description, or **F2** to copy an existing master plan. This is helpful in "rolling forward" an existing plan from one year to the next.

If you press **F2** to copy an existing plan, the following window appears:

Copy plan

Copy from plan ID

Are you rolling this plan into a new year ?

Do you wish to calculate new budgets ?

Copy from plan ID

Enter the ID of the master plan you wish to copy.

Are you rolling this plan into a new year?

Answer Y if you wish to increment the calendar of the plan you are copying by one year (allowed only if the next year already exists in the calendar file). Otherwise, answer N.

Do you wish to calculate new budgets?

Answer Y if you wish to calculate the new budget figures based on the existing master plan's figures. Otherwise, answer N.

If you answer Y, the following field appears:

Based on % change:

Enter the percentage change you wish to calculate. A positive entry results in an increase in the budget, a negative entry results in a decrease, and an entry of zero results in no change (an exact copy).

of last year's:

Enter A to base the new budget on last year's actuals, or B to base the new budget on last year's budget figures.

You then see "Any change ?". Answer N to continue or Y to make additional changes.

Calendar

Enter the calendar year ID for this master plan. A calendar for this ID must already be defined, using *Setup » Calendars*.

Starting month

Choose a starting month for this master plan from the selection window that appears by highlighting the month and pressing ENTER.

for months

Enter the number of months to include in this master plan.

4. Plan by

Enter C to plan by category, A to plan by category and sub-category, V to plan by vendor, or E to plan by vendor and category. Throughout the remainder of this chapter, the term "planning classification" refers to your entry in this field.

Tags

Enter the tags you wish to appear on the planning screens for the planning classifications you have selected. For example, if you choose to plan by category, the default tag for this field is "Categ". If you refer to your category designations as "departments", you may wish to change the screen tag to "Dept". Two tags are specified if you selected to plan by category and sub-category or by vendor and category.

Using

Enter R to enter and view figures at retail, U for units (quantity), or C for cost. Your selection here determines the default view/entry mode for this master plan. You may change the view/entry mode at any time.

Buyer

If applicable, enter the name of the buyer who is generally responsible for the merchandise in this master plan.

If you are using multi-warehousing, the following field appears:

Location

Enter the location (warehouse) of the merchandise covered by this plan, or F2 to enter a location group

If you press F2 to enter a location group, the following field appears:

Location group

Enter the location group of the merchandise covered by this plan, F1 to scan through the location groups on file, or F2 to enter a single location.

If you choose a location group, you must also designate whether the individual location plans will be "separate" or "merged". Enter S to allow "separate" entry of individual plans for each location for each planning classification, or M to allow entry of one "merged" plan that covers all locations for each planning classification.

Splitting" a Master Plan

You may wish to initially budget your planning classifications globally ("merged") in order to work with a consolidated, overall picture of sales and inventory. You may then "split" the plans out by location ("separate") in order to focus on individual stores. After you have set up a multi-location "merged" master plan, and have entered at least one plan for that master plan (see **Create Individual Plans** later in this chapter) you may "split" the master plan into a "separate" master plan with individual plans for each location. Once the "merged" master plan has been split, it cannot be re-merged. You still have the option, however, to view or print consolidated ("merged") reports for a "separate" master plan.

To convert a "merged" master plan into a "separate" master plan, when "Field number to change ?" is displayed use F2 to convert a "merged" master plan into a "separate" master plan.

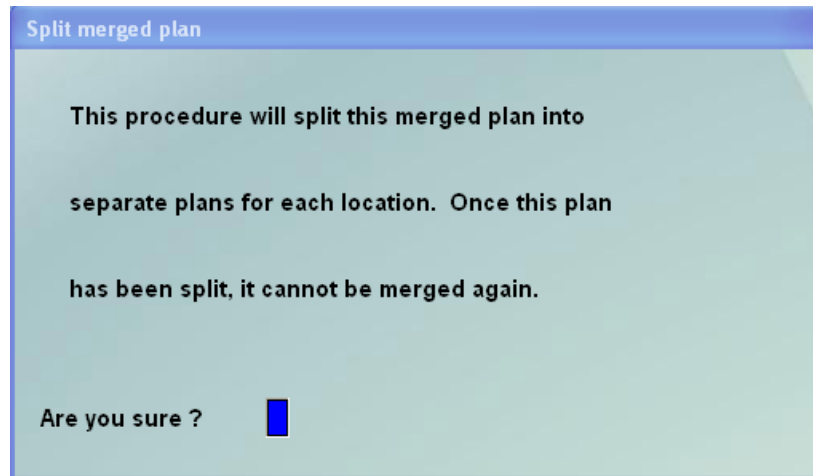
When you press F2, you are asked if you wish to split by percent or weight.

Answer P to split each plan into "separate" plans for each location within the location group based on percentage.

Answer W to split each plan into "separate" plans based on a weighted scale that you define.

A window appears to allow you to enter percentages or weights for each location. If you select to use percentages, the total of the percentages allocated to all locations must equal 100%. If you select to use weights, the figures are allocated according to the relative weight for each location.

When you have finished assigning percentages or weights, answer N to "Any change ?". A window appears as follows:



Answer Y to split the "merged" master plan, or answer N to quit.

If you choose to continue and split the "merged" master plan, all figures within the individual plans, both budget and previously calculated actuals, will be allocated between the locations based on the percentages or weights you entered. Note that allocating "actual" figures is likely to result in incorrect information. After you split the master plan, you should recalculate for the full period to ensure correct data.

Printing the Master Plan Report

Select *Master plans* from the *Open to buy reports* menu.

On the screen that appears, enter the following:

1. Starting plan ID
2. Ending plan ID

Enter the range of master plans to print. Follow the screen instructions.

Create Individual Plans

Use this selection to create individual plans by planning classification once you have created a master plan.

Select *Plans » Enter* from the *Open to buy* menu.

Enter the master plan ID, or press F1 to find the next master plan on file.

After you have selected a master plan, and completed the plan screen that follows, it appears similar to this:

Open to buy Acme Enterprises Inc.

Plans (Enter) Plan ID M1 Master Plan 2020

* 1. Vendor SAMCO Last modified on Never

2. Buyer Buyer

*** UNITS ***

3. Month		BOM Inv	Sales	Receipts	Markdowns	Adjustmnts
Jan	LyrAct	4,300	4,500	3,000		0
	LyrBud	4,000	4,200	2,800		0
	Budget	10,750	11,250	7,500		0
Feb	LyrAct	2,800	5,000	4,000		0
	LyrBud	2,600	4,800	3,800		0
	Budget	7,000	12,000	10,000		0
Mar	LyrAct	2,800	3,000	2,400		0
	LyrBud	1,600	1,400	1,200		0
	Budget	5,000	6,000	5,000		0
Apr	LyrAct	2,200	2,300	2,200		0
	LyrBud	1,400	1,600	1,400		0
	Budget	4,000	4,200	4,000		0
=====						
End	LyrAct	2,100	14,800	11,600		0
	LyrBud	1,200	12,000	9,200		0
	Budget	3,800	33,450	26,500		0

F2 = change view, F5 = auto-budget

The fields that display will vary depending on the planning classification, tags, and time period specified in the master plan.

Enter the information as follows:

Categ, Vendor, or (tag)

Categ/Sub-cat, Vendor/Categ, or (tag/tag)

Enter the specific planning classification(s) for this plan. For example, if your master plan specifies to plan by category, enter the specific item category for this plan. You may also use F1 to find the next plan on file for this master plan.

For a multi-location "separate" master plan, you also have the option to press F2 to alternate the search order between planning classification/location and location/planning classification

For a multi-location "separate" master plan, an additional field appears:

Location

Enter the location for this plan, or use one of these options:

F1 To find the next matching plan on file for this master plan

F2 To alternate the search order

Last modified on

Entry is not allowed in this field. The date displayed here is updated every time the plan is changed and saved.

Buyer

Enter the name of the buyer responsible for the merchandise on this plan.

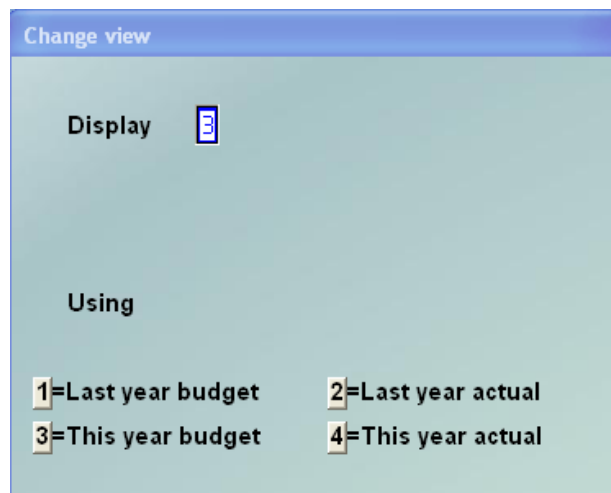
The default buyer is the last one entered during this entry session, not the buyer listed on the master plan.

Month

Enter this year's budget. Enter the beginning of month inventory for the first month, and the Sales, Receipts, Markdowns, and Adjustments as required for each month. Note that Markdowns may be entered only at retail. You may also use one of these options:

- F2** To display different actual or budget figures, or to change the view
- F5** To automatically calculate the budget based on last year's budget or actual figures

If you press F2 to change the figures or view, the following window appears:



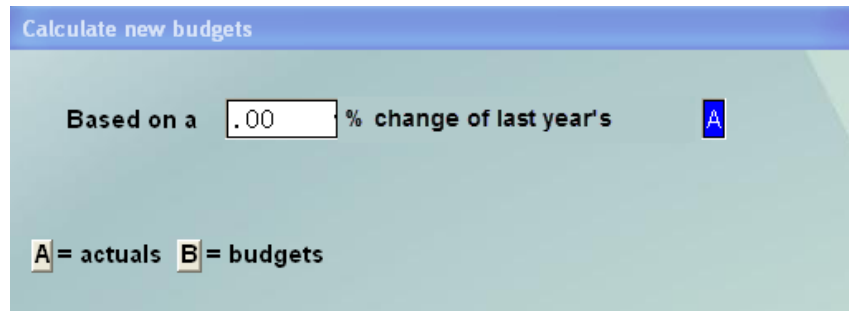
Display

Your view may include up to three sets of figures for each month. Enter up to three numbers, choosing from 1 for last year's budget, 2 for this year's budget, 3 for last year's actuals, or 4 for this year's actuals.

Using

Enter R to view and enter figures at retail, U for units (quantity), or C for cost.

If you press F5 to auto-calculate the budget, the following window appears:



Calculate new budgets

Based on a % change of last year's A

A = actuals B = budgets

Enter the percentage change you wish to calculate, then enter A to calculate from last year's actuals, or B to calculate from last year's budgets.

When you have completed entering or auto-calculating the budget, press **TAB**. You may now make any necessary changes using "Field number to change ?".

Printing the Plans Report

Select *Plans » Print* from the *Open to buy* menu.

After you have completed the screen to print the Plans Report, it appears similar to this:

Open to buy
Plans (Print)

Acme Enterprises Inc.

Please enter

1. Master plan ID

2. Starting

3. Ending

4. Print rows for

5. Buyer

6. New page for each plan ?

F1 = next master plan

(Additional fields appear for a multi-location master plan.)

Enter the information as follows:

Master plan ID

Enter the ID of the master plan for this report, or F1 to find the next master plan.

Starting Categ/Sub-cat/Vendor/(tag)

Ending Categ/Sub-cat/Vendor/(tag)

Enter the range of planning classifications to be included on the report. Follow the screen instructions.

Print rows for

Your report may include up to six sets of figures for each month. Enter up to six numbers to designate the figures to print. Your choices are:

- 1 last year's budget
- 2 last year's actual
- 3 this year's budget
- 4 this year's actual

Using

For each set of figures, specify how the information should be presented, choosing R for figures at retail, U for units (quantity), or C for cost.

Buyer

Enter the buyer for whom you want plans to be printed, or use F1 or "All" buyers.

New page for each plan ?

Answer Y if to print each plan on a separate page. Otherwise, answer N. For a multi-location "separate" master plan, up to two additional fields appear:

Location

Enter the location for which you want plans to be printed, or use one of these options:

- F1 For "All" locations to be printed separately
- F2 For a "Merged" report including all "separate" locations

If you press F1 for "All" locations, the following field appears:

Print in order by

Enter the order in which you want to print the plans, choosing 1 for location/planning classification, or 2 for planning classification/ location.

You are then asked whether you want to print subtotals for the order you select (either for location or for planning classification). Answer Y if you wish to print these subtotals on the report. Otherwise, answer N.

Calculate

Use this selection to calculate the actual monthly figures within each plan to determine actual sales and inventory figures versus the budgeted projections.

During *Calculate*, merchandise history is processed for the requested date range and the actuals in the plans are set to these values. In addition, on order information is calculated based on outstanding purchase orders.

Calculate requires merchandise history data. In order to use *Calculate*, you must set 'Keep merchandise history ?' in *P/A Setup » Control information* to Y.

Select *Calculate* from the *Open to buy* menu.

After you have completed entry for the *Calculate* screen, it appears similar to this:

Open to buy
Calculate

Acme Enterprises Inc.

Please enter

1. Plan ID

2. Beginning month

3. Ending date

= next master plan

Enter the information as follows:

Plan ID

Enter the master plan ID, or F1 to find the next master plan

Beginning month

If you have not previously calculated this plan, this field is automatically set to the beginning month of the plan and may not be changed.

If you are recalculating the plan, choose the beginning month of the calculation from the selection window that appears, or ENTER to select the default of the last month previously calculated

Ending date

Enter the ending date for this calculation. Generally, you would enter the current date as the ending date for calculation.

Prior to the calculation of actuals, any existing actuals for the plan are cleared for the starting month specified in field number 2 through the ending month specified here. Note that if you enter an ending date which is earlier than your previous calculation date, all future actuals are also cleared for the plan.

If you enter an ending date prior to your last calculation date, or greater than the

current system date, you are warned and asked if you wish to continue.

After you press ENTER at "Field number to change ?", the following screen appears:

Open to buy
Calculate

Acme Enterprises Inc.

Actual data for the master plan M1 Master Plan 2020

will be calculated for the period 1/01/20 through 2/28/20

On order data will be calculated as follows

- Orders with a delivery date prior to 1/01/20 will be processed with a delivery date of 2/28/20
- Orders with a delivery date after 12/31/20 will not be processed
- All other orders will be included in the month in which they are scheduled for delivery
- Orders with no delivery date will be processed using the order date as the delivery date

Are you sure ?

Note that on order figures are calculated in relation to the ending date you entered for the calculation.

Answer Y to continue, or N to quit. If you continue, merchandise history is processed for the requested date range and the actuals in the plans are set to these values. In addition, on order information is calculated based on outstanding purchase orders.

During calculation, a status screen displays the current data being processed.

Open To Buy

Use this selection to view your current inventory and sales status along with your open-to-buy position.

Select *Open to buy* from the *Open to buy* menu.

Enter the master plan ID, or press F1 to find the next master plan on file.

After you have selected a master plan, and completed the screen that follows, it appears similar to this:

Open to buy Acme Enterprises Inc.

Open to buy (Enter)

Plan ID Calculated thru

Vendor Last modified on

Buyer

*** UNITS ***

Month	BOM Inv	Sales	On order	Receipts	Markdms	Adjusts	O.T.B.
Jan	0	0		0		0	
Feb	0	<input type="text" value="5,000"/>	<input type="text" value="0"/>	0	<input type="text"/>	<input type="text" value="0"/>	6,800
Mar	<input type="text" value="1,800"/>	<input type="text" value="3,000"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	2,400
Apr	<input type="text" value="1,200"/>	<input type="text" value="2,300"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	2,200
May	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="6"/>		<input type="text"/>	<input type="text" value="0"/>	6-
Jun	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Jul	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Aug	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Sep	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Oct	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Nov	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
Dec	<input type="text" value="1,100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	0
End	1,100	10,300	6	0		0	11,394

F2 = change view

The fields that display vary depending on the planning classification, tags, and time period specified in the master plan.

A description of the calculation of O.T.B. is provided at the end of this chapter in the section titled **Calculation of Open To Buy Fields**.

Enter the information as follows:

Categ, Vendor, or (tag)

Categ/Sub-cat, Vendor/Categ, or (tag/tag)

Enter the specific planning classification(s) of the plan you wish to view, or use one of these options:

F1 To find the next plan on file for this master plan

F5 To view "All" planning classifications together

For a multi-location "separate" master plan, you also have the option **F2** to alternate the search order between planning classification/location and location/planning classification

For a multi-location "separate" master plan, an additional field appears:

Location

Enter the location for this plan, or use one of these options:

F1 To find the next matching plan on file for this master plan

F2 To change the search order

F5 To view all locations in a "merged" format

Month

The month which contains the "calculated thru date" is considered the "current" month. For prior months, actual figures are displayed. For future months, budget figures are displayed, with the exception of On order, which always displays actual figures (receipts are not displayed). For the current month, actual figures for BOM Inv, On order, and Receipts are displayed. For Sales, Markdowns, and Adjustments, the greater of budget or actual figures are displayed for the current month.

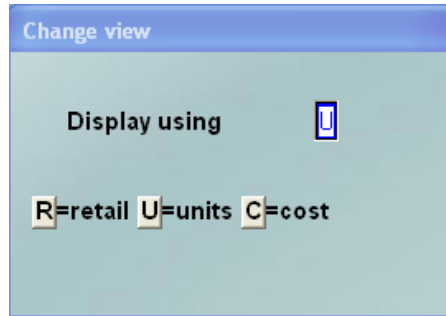
Changes may be made to the Sales, On order, Markdowns, and Adjustment figures for current and future months, and to the BOM Inv figures for future months, in order to create "what-if" scenarios. This allows you to see what effect, for example, an increase in sales would have on your budget figures.

The calculation of O.T.B. is described at the end of this chapter in the section titled **Calculation of Open To Buy Fields**.

None of the changes made on this screen are saved.

At any time during entry on this screen, you may use **F2** to change the view between retail, units, and cost

If you press **F2** to change the view, the following window appears:



A dialog box titled "Change view" with a light blue background. It contains the text "Display using" followed by a small blue box containing the letter "U". Below this, it shows "R=retail U=units C=cost" where each letter is inside a small yellow box.

Display using

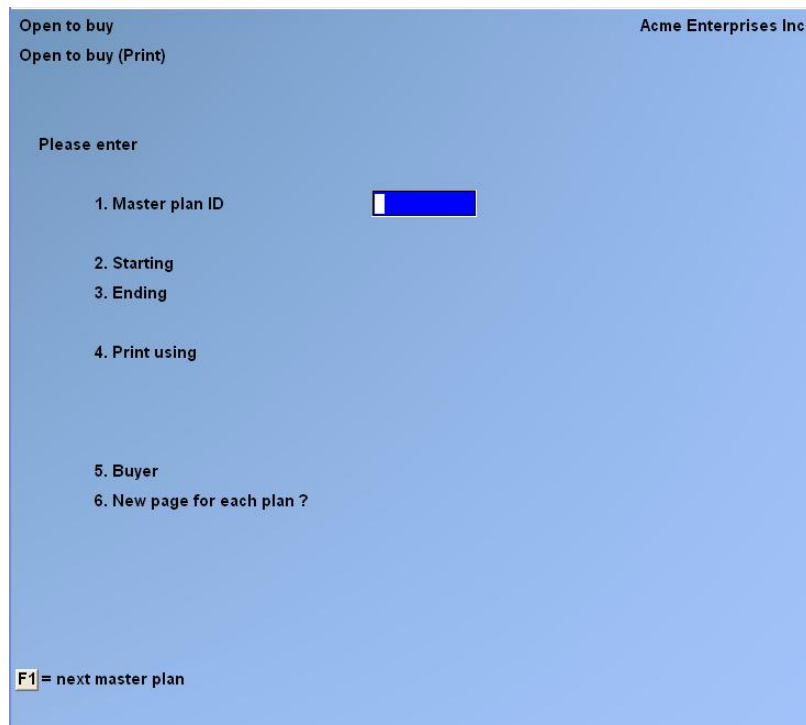
Enter R to view and enter figures at retail, U for units (quantity), or C for cost.

Press TAB when you are finished viewing the open-to-buy figures. You may select another plan to view for the same master plan, or press TAB to choose another master plan.

Printing the Open to Buy Report

Select *Open to buy* from the *Open to buy reports* menu.

After you have completed the screen to print the Open to Buy Report, it appears similar to this:



A screen titled "Open to buy" with "Open to buy (Print)" below it. The company name "Acme Enterprises Inc." is in the top right corner. The screen prompts the user to "Please enter" and lists six numbered items: 1. Master plan ID (with a blue input box), 2. Starting, 3. Ending, 4. Print using, 5. Buyer, and 6. New page for each plan ?. At the bottom left, it says "F1 = next master plan".

(Additional fields appear for a multi-location master plan.)

Enter the information as follows:

Master plan ID

Enter the ID of the master plan for this report, or use F1 to find the next master plan

Starting Categ/Sub-cat/Vendor/(tag)

Ending Categ/Sub-cat/Vendor/(tag)

Enter the range of planning classifications to be included on the report. Follow the screen instructions.

Print using

Your report may show up to three sets of figures for each month. Enter up to three characters to designate the figures to print. Your choices are:

- R Retail
- U Units
- C Cost

Buyer

Enter the buyer for whom you want plans to be printed, or use F1 for "All" buyers

New page for each plan ?

Answer Y if you want to print each plan on a separate page. Otherwise, answer N.

For a multi-location "separate" master plan, up to two additional fields appear:

Location

Enter the location for which you want plans to be printed, or use one of these options:

- F1 For "All" locations to be printed separately
- F2 For a "Merged" report including all "separate" locations

If you press F1 for "All" locations, the following field appears:

Print in order by

Enter the order in which you want to print the plans, choosing 1 for location/planning classification, or 2 for planning classification/ location.

You are then asked whether you want to print subtotals for the order you select (either for location or for planning classification). Answer Y if you wish to print these

subtotals on the report. Otherwise, answer N.

Viewing the Comparison

Use this selection to view and compare budget figures, actual figures, and certain calculated comparisons in a user-definable format.

Select *Comparison* from the *Open to buy* menu.

Enter the master plan ID, or press **F1** to find the next master plan on file.

The next screen that appears varies based on the master plan's planning classifications, tags, and time period, and on the comparison view that you select. The following screen shows an example of how this screen might appear when complete, using one of the four predefined views.

Open to buy Acme Enterprises Inc.

Comparison (Enter)

Plan ID Calculated thru

Vendor Last modified on

Buyer

*** RETAIL ***

View Basic O.T.B. @Retail

		BOM Inv	Sales	On order	Receipts	Markdns	Adjusts	Proj EOM	O.T.B.
Jan	AC	4,032	4,068		2,592	60	-66	2,430	
	BU	4,300	4,500	0	3,000	0	0	2,800	
	LA	0	0		0	0	0	0	
Feb	AC	2,430	0	0	0	0	0	2,570-	4,370
	BU	2,800	5,000		4,000	0	0	2,570-	4,370
	LA	0	0		0	0	0	0	
Mar	AC								
	BU								
	LA								
End	AC	6,462	4,068	0	2,592	60	-66	140-	4,370
	BU	10,300	18,000	0	15,000	0	0	5,170-	12,370
	LA	0	0		0	0	0	0	

Press **F2** to change view, **ESC** to exit

A description of the calculated fields is provided at the end of this chapter in the section titled **Calculation of Open To Buy Fields**.

Enter the information as follows:

Categ, Vendor, or (tag)

Categ/Sub-cat, Vendor/Categ, or (tag/tag)

Enter the specific planning classification(s) of the plan you wish to view, or use one of these options:

F1 To find the next plan on file for this master plan

F5 To view "All" planning classifications together

For a multi-location separate plan, you also have the option of F2 to alternate the search order between planning classification/location and location/planning classification.

For a multi-location "separate" master plan, an additional field appears:

Location

Enter the location (warehouse) for this plan, or use one of these options:

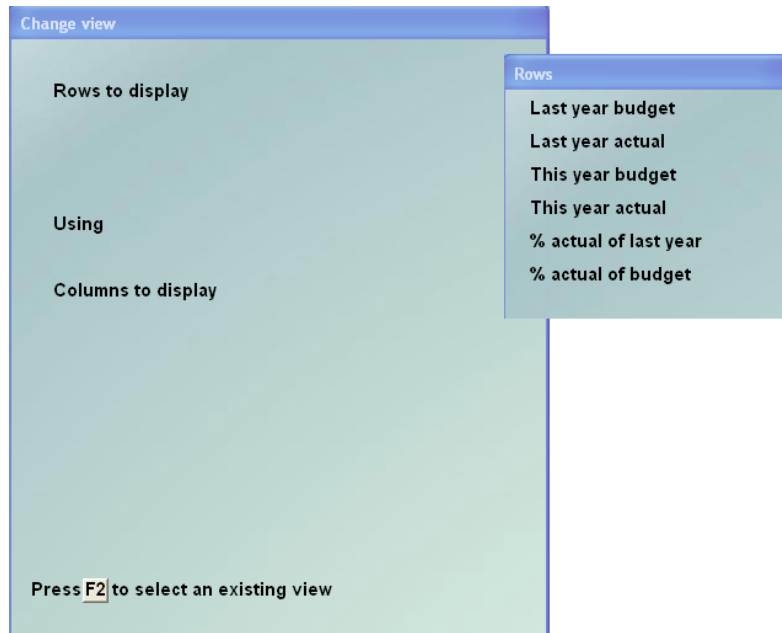
F1 To find the next matching plan on file for this master plan

F2 To change the search order

F5 To view all locations in a "merged" format

Changing the Comparison View

The figures are presented on the screen using the default view (the first view displayed on the list of predefined and user-defined views). If you press F2 to change the view, the following window appears:



You may enter information in this window to define a new view, or use the option F2 to select an existing view

Four predefined views are provided for this screen. It is recommended that you familiarize yourself with these four views before creating your own.

When you press F2 to select an existing view, a selection window appears that lists the four predefined views, and up to 8 user-defined views. The first view listed in this selection window is the view that appears as the default each time you view a comparison.

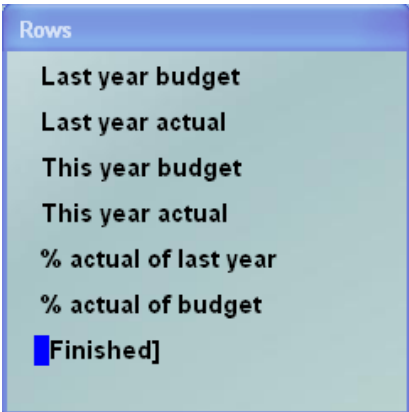
You may create a new view, modify and replace an existing view, or modify an existing view to create a new view. Each view may include up to 3 distinct rows of figures. Each row may include up to 8 columns.

If you choose an existing view, its row and column selections display in the change view window, and you are asked "Any change ?". If you answer N, you are returned to the comparison screen, which now displays the view you selected. If you answer Y, the change view windows clears to allow you to enter new row and column information.

If you choose to create or change a view, enter the information as follows:

Rows to display

Enter up to 3 rows of figures to display. Choose from the selection window that appears as follows:



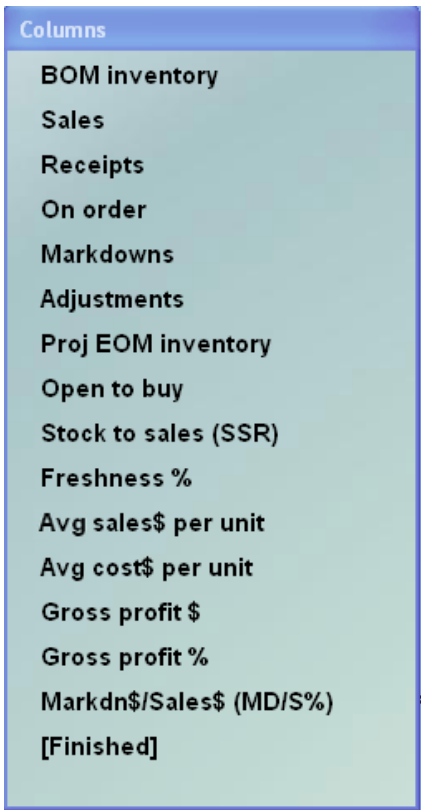
After selecting one or two rows, choose the "[Finished]" option to display fewer than three rows.

Using

Enter R to view figures at retail, U for units (quantity), or C for cost.

Columns to display

Enter up to 8 columns of figures to display. Choose from the selection window that appears as follows:



To select fewer than 8 columns, choose the "[Finished]" option.

An explanation of the calculated fields available for display is provided at the end of this chapter in the section titled **Calculation of Open To Buy Fields**.

After you have finished defining this view, answer N to "Any change ?". You are asked if you wish to save this view.

If you answer N, the view appears on the screen but is not saved for future use.

Note: The "View:" field on the screen indicates the currently selected view. If the view parameters are different than those saved, "*" precedes the view.

If you answer Y and this is the first view you have saved, the following field appears:

View description

Enter a description of this view for future use.

If you have previously saved views, a selection window appears that allows you to enter a new view description (until the maximum eight views have been saved) or to replace one of the existing user-defined views.

After you have entered or selected the view description, you are asked again if you wish to save this view. Answer Y to save the view, or N to display the figures without saving the view.

Printing the Comparison Report

Select *Comparison* from the *Open to buy reports* menu.

The screen that appears varies based on the same factors as the *Open to buy » Comparison* selections. The following screen will appear:

Open to buy Acme Enterprises Inc.

Comparison (Print)

1. Master plan ID

2. Starting

3. Ending

4. Report format Rows Using % plan? Columns

5. Buyer

6. New page for each plan ?

F1 = next master plan

Enter the information in fields number 1 through 3 and 5 as described for the *Open to Buy Report* in this chapter. Enter field number 4 as follows:

Report format:

You may enter information in this field to define a new report format, or F2 to select an existing report format.

Four predefined formats are provided for comparison reports. It is recommended that you familiarize yourself with these four formats before creating your own.

When you press F2 to select an existing format, a selection window appears that lists the four predefined formats, and up to eight user-defined formats.

You may create a new format, modify and replace an existing format, or modify an existing format to create a new format. Each report format may include up to six distinct rows of figures. Each row may include up to ten columns.

If you choose an existing format, it displays on the screen and you are asked "Any change to report format?". If you answer N, this report format displays. If you answer Y, you are allowed to enter new row and column information.

If you choose to create or change a format, enter the information as follows:

Rows

From the selection window that appears, choose up to six rows of figures to print on

the report. The choices are the same as those described for the *Open to buy » Comparison* function.

Using

For each row, enter R to print figures at retail, U for units (quantity), or C for cost.

% plan?

For each row, answer Y to print for each month its percentage of the plan total instead of the actual, budget, or calculated figure. Answer N to print the selected actual, budget, or calculated figure.

Columns

From the selection window that appears, choose up to 10 columns of figures to print on the report. The choices are the same as those described in the *Open to buy » Comparison* function.

After you have finished defining the report format, you are asked if you wish to save this format. If you answer N, the format may be printed now but is not saved for future use. If you answer Y and this is the first report format you have saved, the following field appears:

Report format description

Enter a description of this report format for future use.

If you have previously saved report formats, a selection window appears that allows you to enter a new report format description (until the maximum eight views have been saved) or to replace one of the existing user-defined report formats.

After you have entered or selected the report format description, you are asked again if you wish to save this format. Answer Y to save the format, or N to print the report without saving the format.

Note: The "View:" field on the report indicates the currently selected report. If the report parameters are different than those saved, "*" precedes the report.

Calculation of Open To Buy Fields

Fields for the Open to buy and Comparison views and reports are calculated as follows:

Open-to-buy (O.T.B.) = Next month's budget BOM-inv - Projected EOM-inv

Projected EOM-inv* = BOM-inv - Sales + On-order + Receipts -

Markdowns + Adjustments

Stock to sales ratio (SSR) = $\text{BOM-inv} / \text{Sales}$

Freshness-% = $\text{Receipts} / \text{EOM-inv} * 100$

The following fields are calculated irrespective of the "using" (retail, units, or cost) for the row.

Avg sales-\$ per unit = $\text{Sales-\$} / \text{Qty-sold}$

Avg cost-\$ per unit sold = $\text{Cost-\$} / \text{Qty-sold}$

Gross profit-\$ = $\text{Sales-\$} - \text{Cost-\$}$

Gross profit-% = $\text{Gross-profit-\$} / \text{Sales-\$} * 100$

MD/S% = $\text{Markdown-\$} / \text{Sales-\$} * 100$

Asterisks print (or display) if the calculation results are not valid. For example, stock to sales ratio will be "***.*)" if EOM-inv is zero, or if Sales and/or EOM-inv are negative.

Blanks print (or display) if the requested data is by definition not valid (as opposed to invalid calculation results). For example, if you are viewing future months, no "actuals" exist. If you have defined one of your rows as this year's actuals, blanks display/print for the future months in this row.

* Calculating Projected EOM-inv:

In the current month, the figures used for Sales, Markdowns, and Adjustments are the greater of budget or actuals. Actual on order and actual receipts are used.

In future months, budget figures are used for Sales, Markdowns, and Adjustments. Actual on order is used, and budgeted receipts are considered to be zero.

In previous months, for an "actual" row, actual figures are used, and for a "budget" row, budget figures are used.



Chapter 30

Purge Inventory History

Use this selection to purge (remove) inventory transaction information from the Inventory History file.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless records are physically removed by running the *File Utilities* » *Rebuild* selection (see the appendix titled *File Utilities* for details).

Prior to beginning this selection, you are advised to print detailed Inventory History reports to include the information being purged. In addition, you should make a backup copy of the Inventory History file in order to retain a copy of the information.

To Begin

Select *Purge inventory history* from the *Utility* menu on page 2 of the Purchasing main menu. You see a screen similar to this:

Utility Acme Enterprises Inc.

Purge inventory history

Please enter

1. Starting item #
2. Ending item #
3. Starting trx date
4. Ending trx date
5. Transaction type
6. Category/sub-category
7. Class/season
8. Location

Press **F1** for "First"

Enter the information as follows:

Starting item #

Ending item #

Enter the range of item numbers to be included in the purge. Follow the screen instructions.

Starting trx date

Ending trx date

Enter the range of transaction dates to be included in the purge. Follow the screen instructions.

Transaction type

Enter the letter that corresponds to the type of transaction to be purged. Your choices are:

- R** To purge only receiving transactions
- C** To purge only credit memo transactions
- T** To purge only transfer transactions
- A** To purge only adjustment transactions
- S** To purge only sale transactions

- J To purge only job usage transactions
- K To purge only kit assembly transactions
- U To purge only component usage transactions

You may also press F1 to purge "All" transaction types.

Category/sub-category

Enter the category and sub-category to purge inventory transactions for only one item category or sub-category, or F1 to include "All" categories and/or subcategories.

Class/season

Enter the class and season to purge inventory transactions for only one item class or season, or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter the location code for which you want to purge inventory history, ENTER for the "Central" location, or F1 to include "All" locations.

After all fields are complete and ENTER is pressed at "Field number to change ?", another screen appears:

Utility

Acme Enterprises Inc.

Purge inventory history

This function deletes the selected information
from the Inventory history file. When completed,
this information will NOT be available.

Are you sure you want to do this ? ☐

If you answer N, no records are purged. If you answer Y, the program purges from the Inventory History file all transactions that match the parameters you entered.



Chapter 31

Purge Merchandise History

Use this selection to compress (summarize) merchandise history information in the Inventory History file, and to purge (remove) merchandise information from the Inventory History file.

When you specify to compress merchandise history, the detailed history records up to the cutoff date entered are "date summarized" into fewer entries for the specified periods in the reporting calendar, and the detail records are purged. You may select to summarize by week, month, season, or year. Records that have already been compressed (into weeks, for example) may be compressed again (into months, for example).

You also have the option of purging merchandise history. When you specify to purge merchandise history, all of the detail or summary records up to the cutoff date entered are purged. New summary entries are not created.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless records are physically removed by running the *File Utilities » Rebuild* selection (refer to the appendix titled *File Utilities* for details).

Prior to running this selection, you should print detailed history reports for the date range to be compressed or purged. In addition, make a backup copy of the Inventory History file in order to retain a copy of the information.

To Begin

Select *Purge merchandise history* from the *Utility* menu.

When Purge Merchandise History entries are complete, you see a screen similar to

this:

Utility
Purge/compress merchandise history
Acme Enterprises Inc.

Please enter

1. Purge or compress ?
2. Year-ID to purge
3. Cutoff date
4. Starting item #
5. Ending item #
6. Vendor #
7. Category/sub-cat
8. Class/Season
9. Location

C = Compress P = Purge

Enter the information as follows:

Purge or compress ?

Enter C to compress merchandise history records into summary records for weeks, months, seasons, or the year, or enter P to purge the merchandise history records.

Year-ID to purge (compress)

Enter the ID for the year in which you want to compress or purge merchandise history. A reporting calendar for year-ID specified must exist in the Calendar file.

Cutoff date

Enter the cutoff date in the calendar year of the merchandise records to be compressed or purged.

If you specified to compress in field number 1, the following field is displayed:

Compress into

Enter W to compress history records into weekly records, M to compress into monthly records, S to compress into season records, or Y to compress into yearly records. For each item number and location, one summary record will be created for each of the weeks, months, seasons, or year defined for the reporting calendar in *Setup*

(Calendars).

Starting item #

Ending item #

Enter the range of item numbers to be included in the purge or compression. Follow the screen instructions.

Vendor #

Enter the vendor number of the vendor for which you want merchandise history to be compressed or purged, or F1 for "All" vendors.

Category/sub-cat

Enter the product category and sub-category to purge or compress merchandise history for only one item category or sub-category, or F1 to include "All" categories and/or subcategories.

Class/season

Enter the class and season to purge or compress merchandise history for only one item class or season, or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter the location code for which you want to purge or compress merchandise history, ENTER for the "Central" location, or F1 to include "All" locations.

Before processing begins, another screen appears:

Utility Acme Enterprises Inc.

Purge/compress merchandise history

*** Purge ***

This function deletes merchandising information from the Inventory history file. When completed, data for

The year will NOT be available
Seasons will NOT be available
Months will NOT be available
Weeks will NOT be available
Days will NOT be available

See the Purchasing User Manual for a full description
of this function before proceeding.

Are you sure you want to do this ? ☐

This screen describes the levels of merchandise history that will and will not be available after the compression or purge. Note that this only applies to merchandise history dated in the specified year-ID on or before the specified "Cutoff date".

Answer Y to proceed or N to cancel.

Notes on Compressing Merchandise History

Merchandise history compression should be run when there is an excess of detailed records on file that slows down the running of some selections (generally merchandising report printing), or to decrease the size of the Inventory History file.

"Compression" should be selected rather than "purge" if you wish to retain a summary of the detailed records that are to be deleted, for future reporting or comparative analysis.

When compressing, all detailed records for the location and item number up to the cutoff date specified are compressed into a summary merchandise record in the Inventory History file for each specified time period.

Here is an example of how Merchandise History record details might be compressed:

<u>Item</u>	<u>Date</u>	<u>Quantity Received</u>	<u>Quantity Sold</u>	<u>Sales at Regular Price</u>
1	03/02/19	0	5	115.00
1	03/04/20	0	3	69.00
1	03/09/20	0	4	92.00
1	03/11/20	0	1	23.00
1	03/16/20	0	2	46.00
1	03/17/20	0	3	69.00
1	03/18/20	24	0	0.00
1	03/20/20	0	7	161.00

After the records are compressed into weekly records, the file contains the following:

<u>Item</u>	<u>Date</u>	<u>Quantity Received</u>	<u>Quantity Sold</u>	<u>Sales at Regular Price</u>
1	03/04/20	0	8	184.00
1	03/11/20	0	5	115.00
1	03/18/20	24	5	115.00
1	03/25/20	0	7	161.00

Note that the date for each of the compressed records is the ending date for a week, and that all quantities and sales for that week are summed into the weekly record.



Chapter 32

Purge Received P.O. History

Use this selection to purge (remove) information from the Received P.O. History file.

NOTE: If you are using the *Voucher receivings* selection to create Accounts Payable vouchers from Received P.O. History, you should use the *Purge vouchered receivings* utility to remove records from Received P.O. History (refer to Chapter 32, titled *Purge Vouchered Receivings*). However, you should not use both that utility and the *Purge received P.O. history* utility, because both functions purge the same Received P.O. History, but in a slightly different way. Select the one utility appropriate to your business, and use only that one.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless records are physically removed by running the *File Utilities » Rebuild a file* selection (refer to Appendix "B" at the end of this manual for details).

Prior to beginning this selection, you are advised to print detailed Received P.O. History reports to include the information being purged. In addition, you should make a backup copy of the Received P.O. History file in order to retain a copy of the information.

To Begin

Select *Purge received P.O. history* from the *Utility* menu on page 2 of the P/A main menu.

You see a screen similar to this:

Utility Acme Enterprises Inc.

Purge received P.O. history

Please enter

1. Item # range
2. P.O. # range
3. Vendor # range
4. Order date range
5. Receipt date range
6. Category/sub-cat
7. Class/season
8. Location

Press **F1** for "First"

Enter the information as follows:

Item # range

Enter the range of item numbers to be included in the purge. Follow the screen instructions.

P.O. # range

Enter the range of purchase order numbers to be included in the purge. Follow the screen instructions.

Vendor # range

Enter the range of vendor numbers to be included in the purge. Follow the screen instructions.

Order date range

Enter the range of order dates to be included in the purge. Follow the screen instructions.

Receipt date range

Enter the range of receiving dates to be included in the purge. Follow the screen

instructions.

Category/sub-cat

Enter the category and sub-category to purge received purchase order information for only one item category or sub-category, or F1 to include "All" categories and/or subcategories.

Class/season

Enter the class and season to purge received purchase order information for only one item class or season, or F1 to include "All" classes and/or seasons.

Location

If you are using multi-warehousing, enter the location code for which you want to purge received P.O. history, ENTER for the "Central" location, or F1 to include "All" locations.

After all fields are complete and ENTER is pressed at "Field number to change ?", another screen appears:

Utility Acme Enterprises Inc.

Purge received P.O. history

This function deletes the selected information
from the Received P.O. history file. When
completed, this information will NOT be available.

Are you sure you want to do this ? ☐

If you answer N, no records are purged. If you answer Y, the program purges from the Received P.O. History file information that matches the parameters you entered.



Chapter 33

Purge Vouchered Receivings

Use this selection to purge (remove) vouchered receivings from the Received P.O. History file.

NOTE: You should not use this utility and the *Purge received P.O. history* utility, because they both purge the same Received P.O., but in a slightly different way. Select the one utility appropriate to your business, and use only that one.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless records are physically removed by running the *File Utilities » Rebuild a file* selection (refer to Appendix "B" at the end of this manual).

Prior to beginning this selection, you are advised to print detailed Received P.O. History reports to include the information being purged. In addition, you should make a backup copy of the Received P.O. History file in order to retain a copy of the information.

To Begin

Select *Purge vouchered receivings* from the *Utility* menu on page 2 of the P/A main menu.

You see a screen similar to this:

Utility Acme Enterprises Inc.

Purge vouchered receivings

Please enter

1. P.O. # range
2. Receiver # range
3. Vendor # range
4. Order date range
5. Receipt date range
6. Location

Press **F1** for "First"

Enter the information as follows:

P.O. # range

Enter the range of purchase order numbers to be included in the purge. Follow the screen instructions.

Receiver # range

Enter the range of receiver numbers to be included in the purge. Follow the screen instructions.

Vendor # range

Enter the range of vendor numbers to be included in the purge. Follow the screen instructions.

Order date range

Enter the range of order dates to be included in the purge. Follow the screen instructions.

Receipt date range

Enter the range of receiving dates to be included in the purge. Follow the screen instructions.

Location

If you are using multi-warehousing, enter the location code for which you want to purge received P.O. history, ENTER for the "Central" location, or F1 to include "All" locations.

After all fields are complete and ENTER is pressed at "Field number to change ?", another screen appears:

Utility Acme Enterprises Inc.

Purge vouchered receivings

This function deletes the selected information
from the Received P.O. history file. When
completed, this information will NOT be available.

Are you sure you want to do this ? █

If you answer N, no records are purged. If you answer Y, the program purges from the Received P.O. History file information that matches the parameters you entered.



Chapter 34

Load Vendor Items

This chapter describes the *Load vendor items* utility selection.

Use this selection as an alternative method to load a large number of vendor item records very quickly.

When this function is selected, a check is made of each *Inventory* item record to determine whether a vendor is present. If a vendor exists, a vendor item record will be created (or updated if you so specify). The item number, description, selling unit, minimum order quantity, lead days, and cost are copied from the item record into the vendor item record. Comments and last purchase fields are cleared.

The vendor's current cost is set to the item's replacement cost. If the selling unit matches one of the alternate units for the item, the program will try to locate the selling unit's conversion factor and copy it into the vendor item record. If the selling unit's conversion factor cannot be found, "1.00000" will be used.

After the load has been completed, use the *Setup » Vendor items* selection to review the information and make any changes.

To Begin

Select *Load vendor items* from the *Utility* menu on page 2 of the P/A main menu. When you have entered a request, you see a screen similar to the following:

Utility Acme Enterprises Inc.

Load vendor items

Please enter

1. Vendor number
2. Starting item number
3. Ending item number
4. Category/sub-category
5. Replace any existing
Vendor item records ?

F1 = "All" F2 = next vendor blank = look up by name

Enter the information as follows:

Vendor number

Enter the vendor number to load vendor item records for only one vendor, or use one of the options:

- | | |
|--------------|---|
| F1 | To include "All" vendors |
| F2 | To scan through the vendors on file |
| BLANK | Leave the vendor number blank to look up vendors by their name instead of a vendor number |

If you specify a vendor that is not on file, "*** Vendor not on file ***" appears in place of the vendor's name.

Starting item number

Specify the beginning of the range of item numbers for which you wish to load vendor item records, or F1 to start with the "First" item record.

Ending item number

Specify the end of the range of item numbers for which you wish to load vendor item

records, or F1 to end with the "Last" item record.

Category/sub-category

Enter the product category and sub-category to load vendor item records for only one product category and sub-category, or F1 to include "All" product categories and/or sub-categories.

Replace any existing Vendor item records ?

Answer Y or N. If you answer Y you are asked to confirm that you are sure. If you do so, any pre-existing vendor item record for which *Load vendor items* generates a new record will be replaced. If you answer N, existing vendor item records will not be replaced.

While loading, a screen displays, showing the load activity.

If you specified in the Purchasing Control information to use multi-location purchasing, any vendor item records created or updated at a Hub or Satellite location, are also written into the Purchasing Global Change or Satellite Transmission file, respectively. Refer to the chapter titled *Multi-location Purchasing and Transfers*.



Chapter 35

X. Export Printer Reports

Printing reports to an export file

X. Export printer reports

- Open PO's

Due to popular demand, there are now a number of reports that you can print to the 'X' Export printer and we keep adding more.

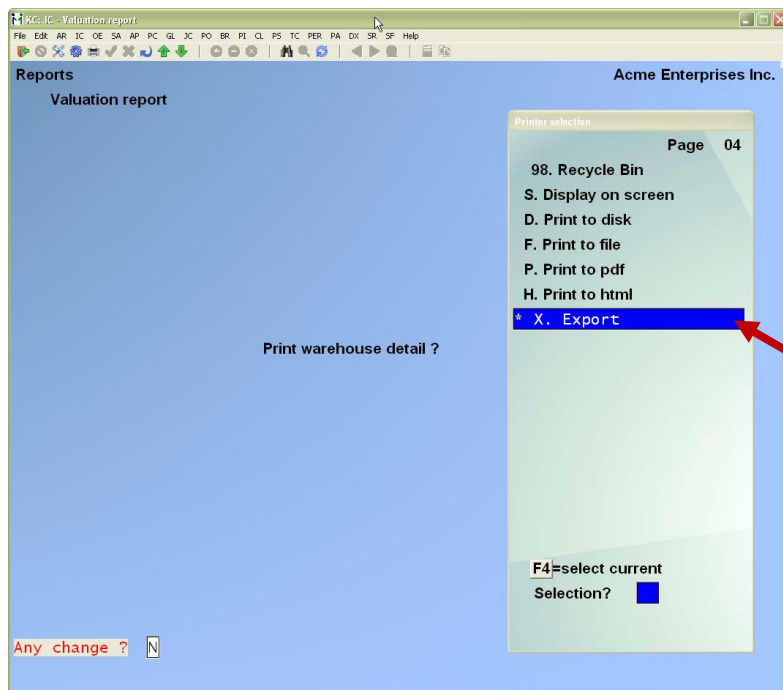
In order to open reports printed to the 'X' printer, the user must have access to their local directory. If you are a Thin Client® user, you must identify the directory in **SYSTEM FUNCTIONS → COMPANY DATA**. The default is **C:\SSIDOCs**.

Each report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt [F1] to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the data over-written.

Note: A report printed to disk cannot be later printed to the 'X' printer.

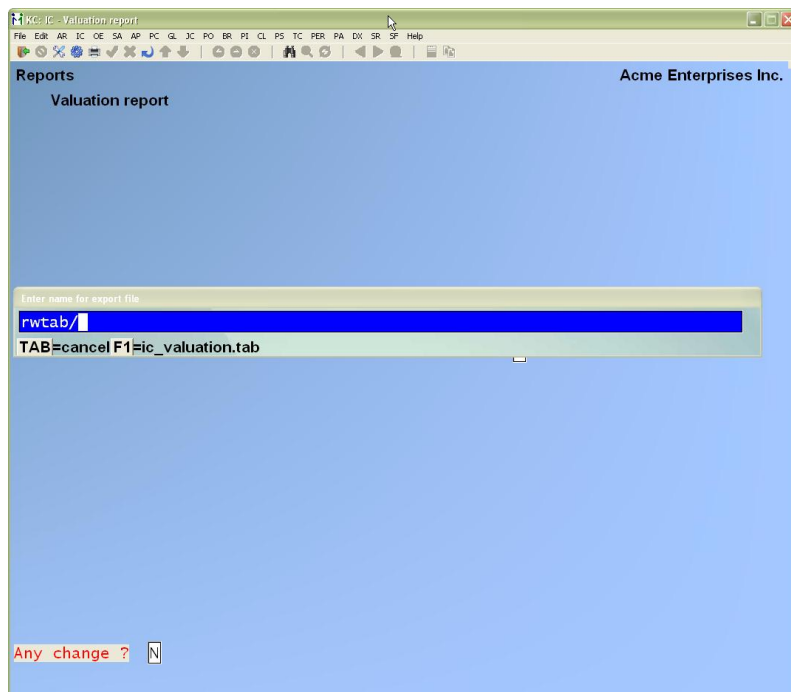
The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your system activity levels.



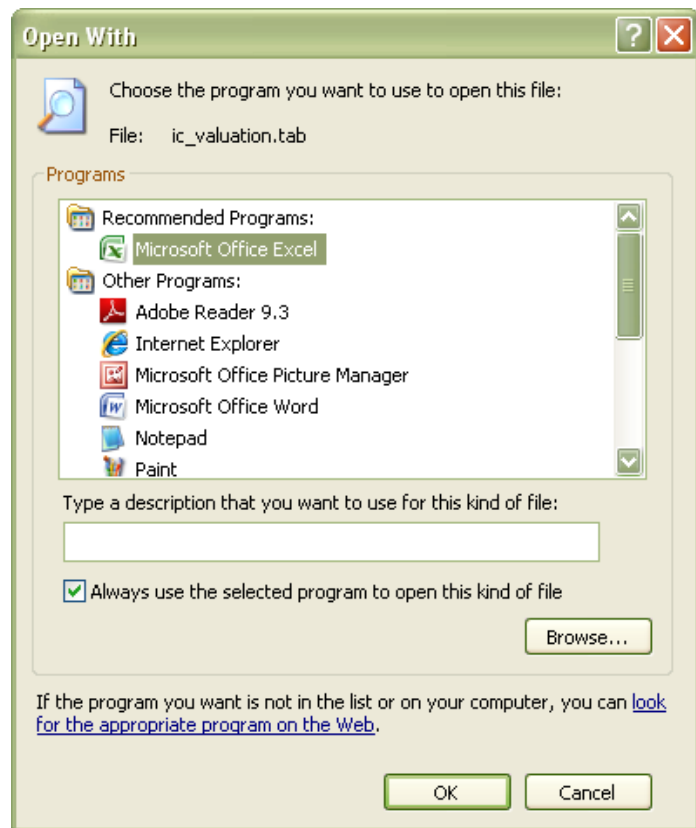
Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.



Follow the system prompts to cancel the report request or accept the default file name
OR
Type a new file name.

If prompted, select the program that Windows is to use to open your Xport file(s).

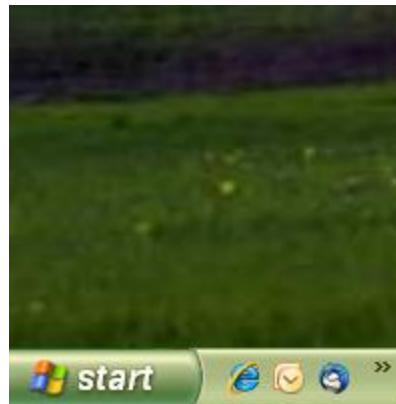


Windows or Thin Client® will open the export file using the program that you selected. The following example is from Excel 2007.

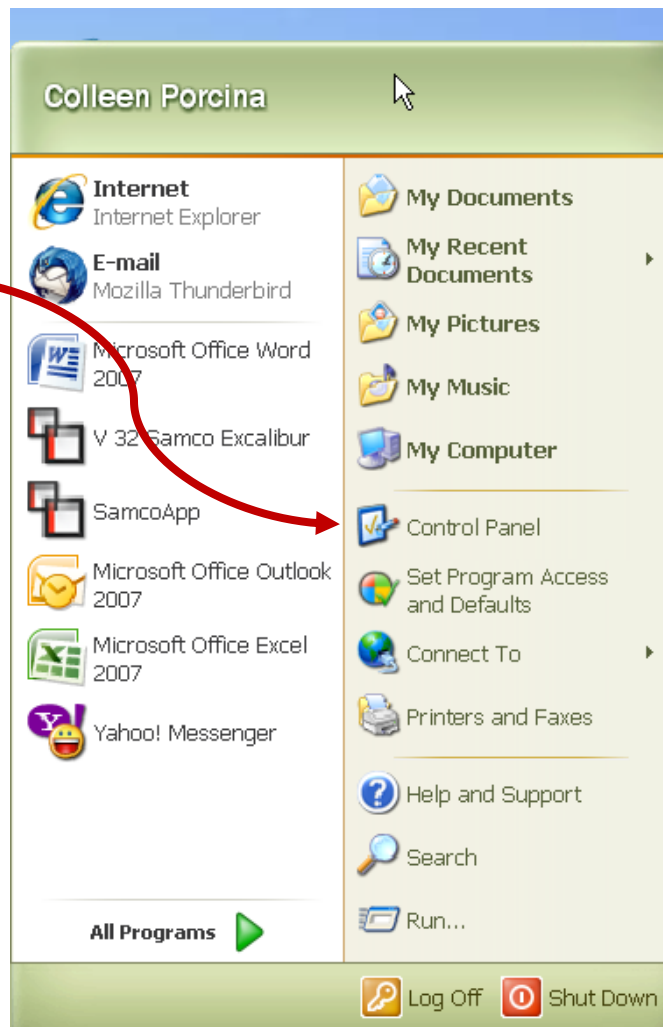
Item-no	Desc-1	Desc-2	Desc-3	Category	Sub-cat	Inv-acct#	Unit-cost	Qty-on-hd	Qty-comm	Reord-lev	BO-cod	Item-valu	Stk-status	Vend-#	Price-1	Retail-val	Net-qty	Max-qty
1	Multi-currency Item			TOOLS	SP	1210-000	\$11.99	2	0	0	B	\$23.98	1000	\$24.00	\$48.00	2	4,937	
2	Hammer, 16 Oz. Claw			TOOLS	H	1210-000	\$23.00	-11	0	0	B	(\$253.00) O	1000	\$12.00	(\$132.00)	-11	206	
3	Wrench, 3/8" Socket Set			TOOLS		1210-000	\$10.00	468	20	0	B	*****	1000	\$18.00	*****	2,025	148	
4	Saw, 2hp 7 1/4" Circular			TOOLS		1210-000	\$0.00	206	0	0	B	\$0.00	1000	\$42.00	*****	206	-71	
5	Chisel, 5 Pc. Set	search		TOOLS		1210-000	\$8.98	50,391	0	0	B	*****	1000	\$13.91	*****	50,424	73	
6	Motor, 2hp Submersible			PARTS		1210-000	\$26.50	5	0	25	B	\$132.50 R	1000	\$45.00	\$225.00	9	108	
7	Gauge, Hi-pressure			TOOLS		1210-000	\$16.00	120	0	0	B	*****	1000	\$16.00	*****	124	40	
8	8 1" Steel br Product of B.C.			PARTS		1210-000	\$0.08	11,761	0	0	B	\$918.89	100	\$1.00	*****	12,101	1,343	
9	Lathe, Wood			INDEQ		1210-000	\$14.54	11	0	0	B	\$159.92	800	\$348.00	*****	11	7	
10	Compressor, Air			INDEQ		1210-000	\$101.75	26	0	0	B	*****	800	\$195.00	*****	26	14	
11	Saw, Table 4' x 6'			TOOLS		1210-000	\$198.00	57	0	0	B	*****	1000	\$290.00	*****	57	2	
12	Oil Lubric Hi-grade Synthetic			MISC	OIL	1210-000	\$0.00	-12	0	0	B	\$0.00 O	800	\$3.25	(\$39.00)	-12	24	
13	Saw, Bhp. Concrete / Wood / S			TOOLS		1210-000	\$5.00	17	0	0	B	\$85.00	1000	\$42.00	\$714.00	17	0	
14	Oil, Lubricating 4L			MISC	OIL	1210-000	\$0.00	42	0	16	X	\$0.00	800	\$9.95	\$417.90	42	6	
15	Motor, 2hp Submersible			PARTS		1210-000	\$0.11	1	0	25	B	\$0.11 R	1000	\$0.34	\$0.34	1	108	
16	Wire, Copper, 20Ga.			PARTS		1210-000	\$0.03	2,000	0	0	B	\$60.00	100	\$1.00	*****	177,000	0	
17	Paint, Latex Inter. White			PARTS		1210-000	\$10.65	28	0	0	B	\$298.20	800	\$18.00	\$504.00	28	14	
18	Paint, Env Environm(Please ck			PARTS		1210-000	\$10.95	215	0	0	B	*****	800	\$20.66	*****	215	32	
19	Compone Bird House Kit #30			COMP		1210-000	\$0.55	-90,258	0	0	B	***** O	800	\$0.00	\$0.00	-90,258	0	
20	Compone Bird House Kit #30			COMP		1210-000	\$0.30	-90,271	0	0	B	***** O	800	\$0.00	\$0.00	-90,271	0	
21	Compone Bird House Kit #30			COMP		1210-000	\$1.50	-40,118	0	0	B	***** O	800	\$0.00	\$0.00	-40,118	0	
22	Compone Bird House A differer			COMP		1210-000	\$1.50	-40,151	1	0	B	***** O	800	\$0.00	\$0.00	-40,152	55	
23	Compone Bird House Kit #30			COMP		1210-000	\$0.50	-40,113	0	0	B	***** O	800	\$0.00	\$0.00	-40,113	0	
24	Compone Bird House Kit #30			COMP		1210-000	\$1.00	-9,918	1	80	B	***** O	800	\$0.00	\$0.00	-9,918	170	
25	Compone Bird House Kit #30			COMP		1210-000	\$2.10	-40,118	0	0	B	***** O	800	\$0.00	\$0.00	-40,118	0	
26	Compone Bird House Kit #30			COMP		1210-000	\$0.28	10,495	0	0	B	*****	800	\$0.00	\$0.00	10,495	0	
27	Compone Bird House A differer			COMP		1210-000	\$1.50	-3	0	0	B	(\$4.50) O	800	\$0.00	\$0.00	-3	0	
28	101 Sand Paper 100G Bulk			PARTS		1210-000	\$0.01	324	0	0	B	\$2.33	800	\$1.00	\$324.00	324	76	
29	300 BROCCOLI : DECATHALON					1210-000	\$0.50	530	0	0	B	\$265.00	100	\$1.50	\$795.00	530	10	
30	934 Regulator Pos			NAT	HELI	1210-000	\$2.00	5	0	0	B	\$10.00	1000	\$0.00	\$0.00	5	0	
31	1000 Component #1					1210-000	\$0.00	-14	11	0	B	\$0.00 O	1000	\$1.00	(\$14.00)	-25	1	
32	1000 Component #2					1210-000	\$0.00	-17	11	0	B	\$0.00 O	1000	\$1.00	(\$17.00)	-28	0	
33	1002 Component #3					1210-000	\$0.00	-25	31	0	B	\$0.00 O	1000	\$1.00	(\$25.00)	-56	3	
34	1102 Regulator Neg			NAT	HELI	1210-000	\$2.00	5	0	0	B	\$10.00	1000	\$0.00	\$0.00	5	0	
35	55502 Blow down valve			NAT	HELI	1210-000	\$3.00	5	0	0	B	\$15.00	1000	\$0.00	\$0.00	5	0	
36	19321103 TYPE E MC 2 BOLT PIL 1-3/16 SH BEAR					1210-000	\$12.57	5	0	0	B	\$62.85	100	\$28.00	\$140.00	5	0	
37	1.23E+08 Gift Card					1210-000	\$0.00	17	0	0	B	\$0.00	1000	\$0.00	\$0.00	17	0	
38	10-26525 (A part					1210-000	\$35.00	8	0	0	B	\$280.00	1000	\$15.00	\$280.00	8	0	

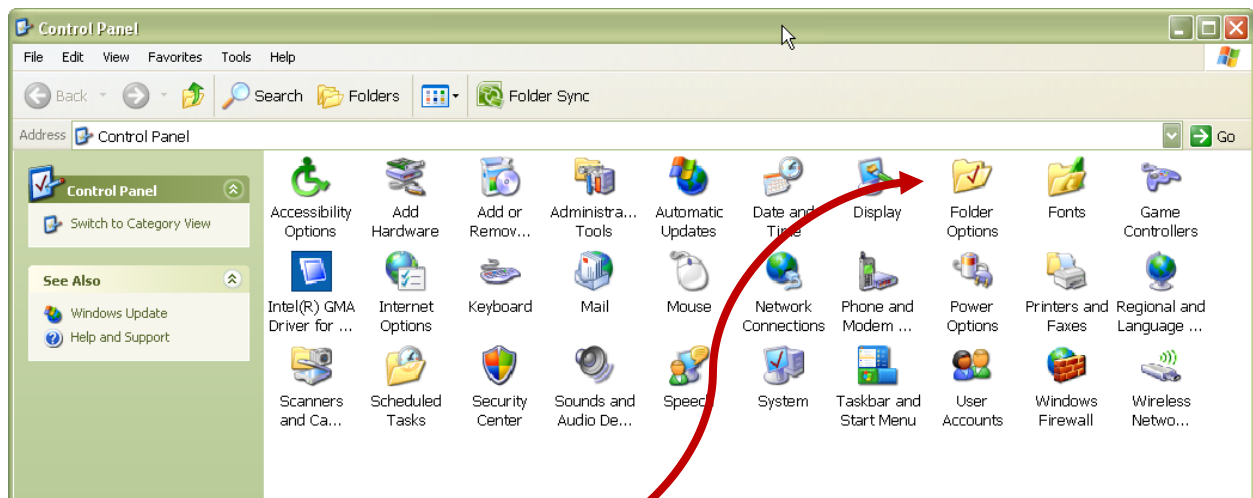
How to set the default for opening a SAMCO .tab file in Windows XP

1. Begin by clicking on *start*



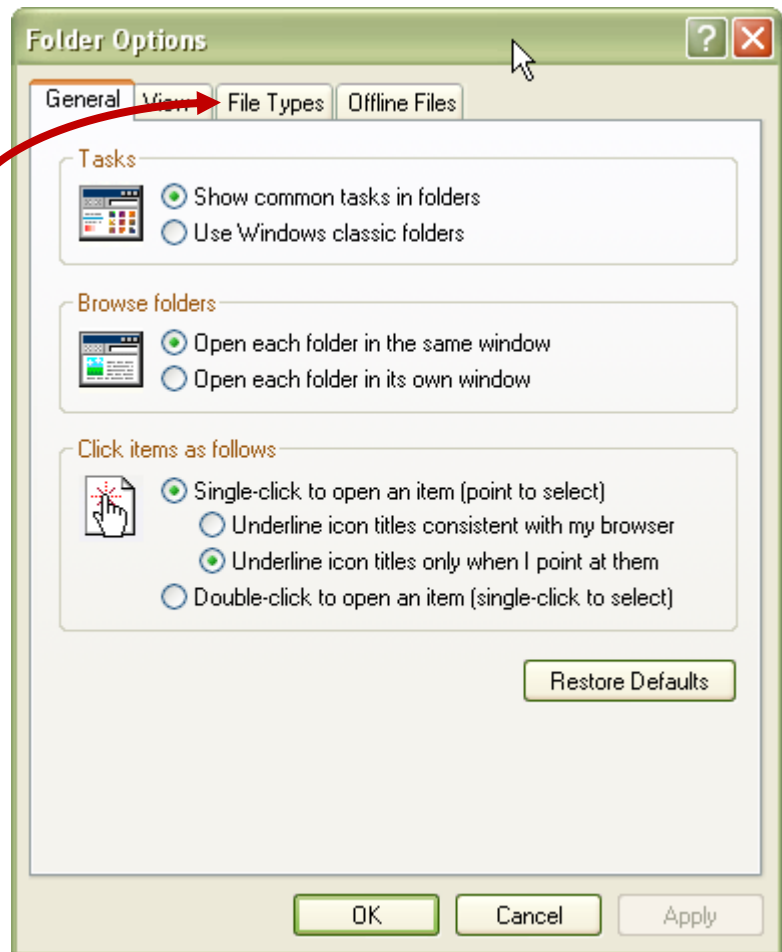
2. Click on the *Control Panel* icon



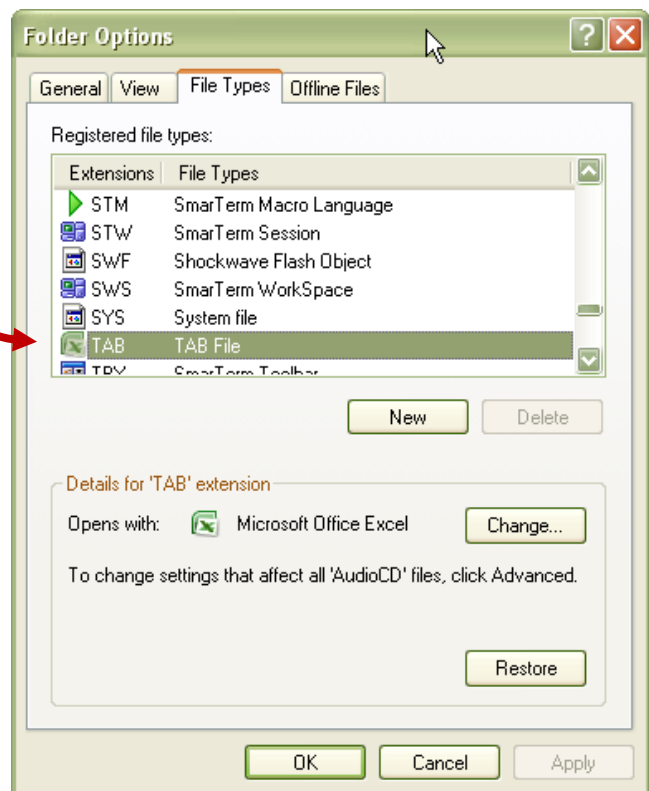
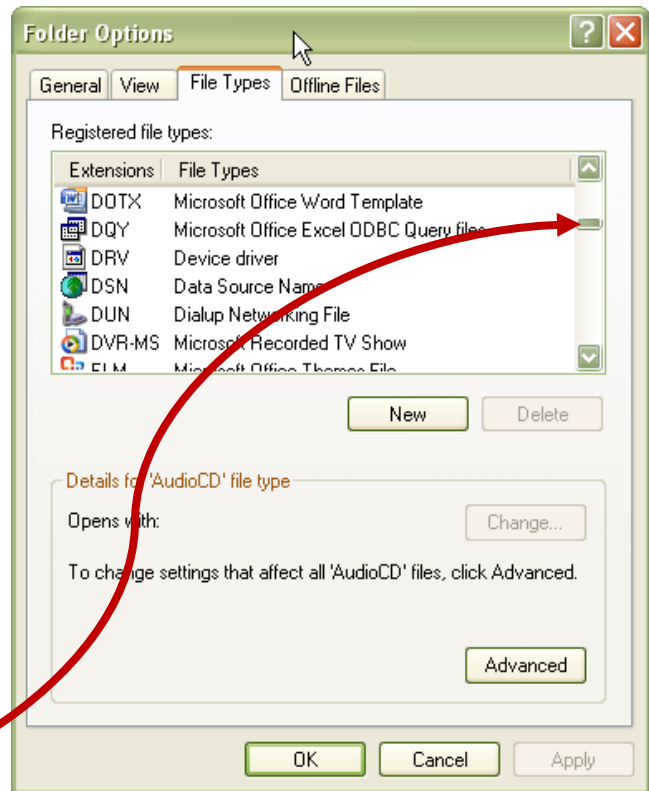


3. Click on the *Folder Options* icon

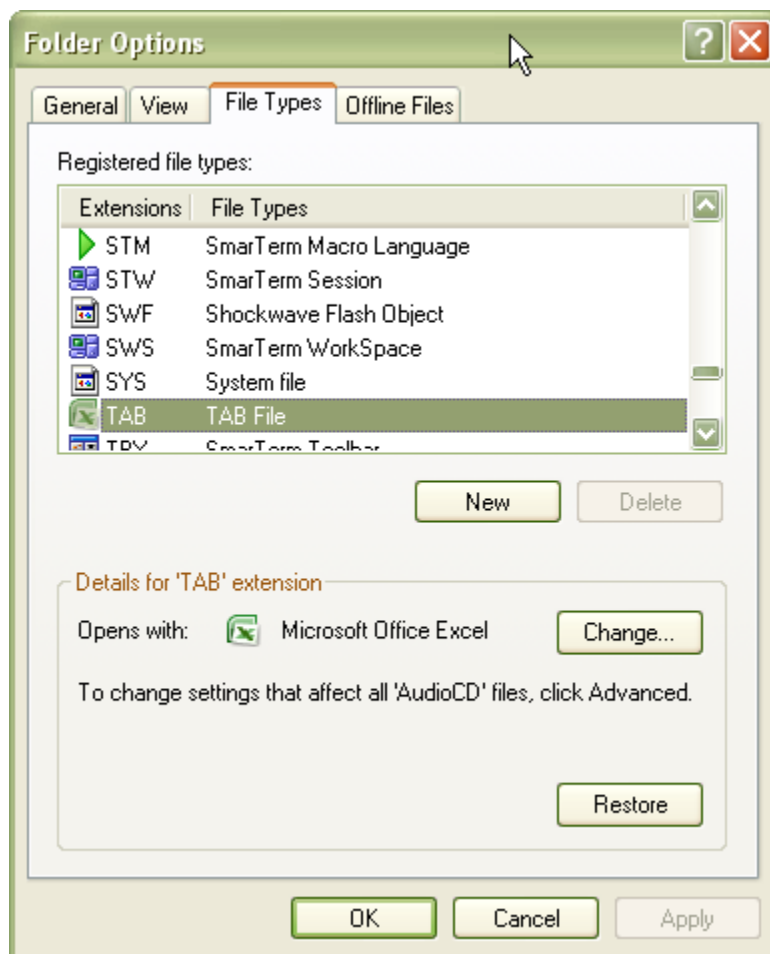
4. Click on the *File Types* tab



5. Drag the scroll bar
To TAB
OR
Type TAB
to jump to it.



6. Click Delete to remove the file type
OR
Click Change to change the default for *Opens with*

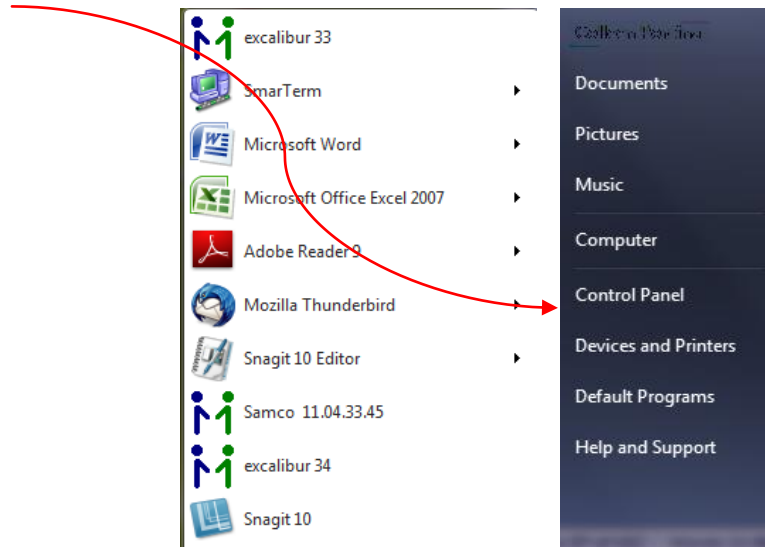


How to set the default for opening a SAMCO .tab file in Windows 7

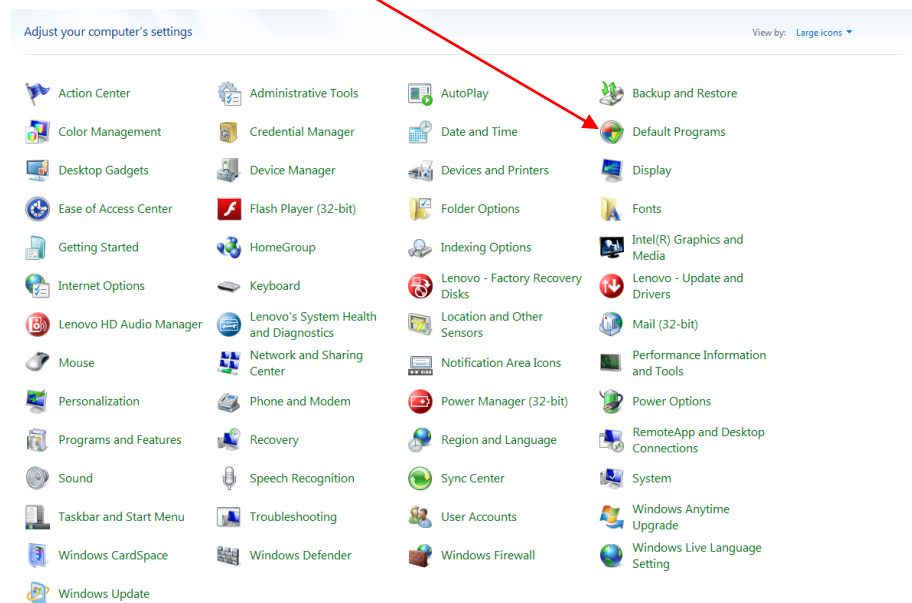
1. Begin by clicking on the *Windows* icon



2. Click on *Control Panel*







3. Click on the *Default Programs* icon



4. Click on *Associate a file type or protocol with a program*


Choose the programs that Windows uses by default

-  [Set your default programs](#)
Make a program the default for all file types and protocols it can open.
-  [Associate a file type or protocol with a program](#)
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.
-  [Change AutoPlay settings](#)
Play CDs or other media automatically
-  [Set program access and computer defaults](#)
Control access to certain programs and set defaults for this computer.

5. Drag the scroll bar until you see **.tab TAB File**

Associate a file type or protocol with a specific program

Click on an extension to view the program that currently opens it by default. To change the default program, click Change program.

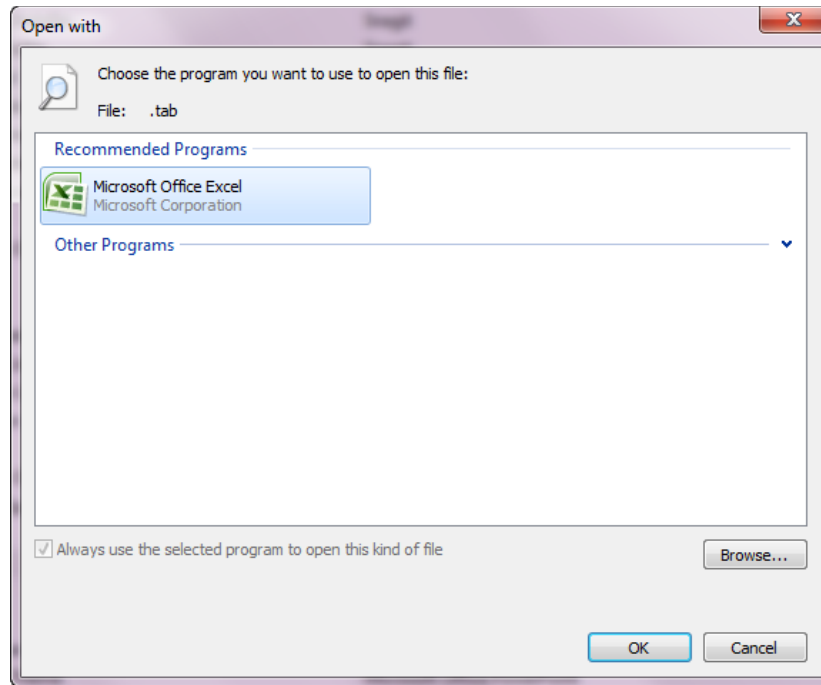
 Windows Media Player
Microsoft Corporation

[Change program...](#)

Name	Description	Current Default
.snag	Snagit editor image	Snagit editor
.snagacc	Snagit Accessory Installer	Snagit
.snagprof	Snagit Capture Profile	Snagit
.snd	AU Format Sound	Windows Media Player
.snippet	Visual Studio Code Snippet File	Unknown application
.solitairesave-ms	Solitaire Save Game	Executable for Solitaire Game
.spc	PKCS #7 Certificates	Crypto Shell Extensions
.spidersolitairesave-ms	Spider Solitaire Save Game	Executable for Spider Solitaire Game
.spj	SPJ File	Doxillion Document Converter
.spl	Shockwave Flash Object	Unknown application
.sr2	SR2 File	Windows Live Photo Gallery
.srf	SRF File	Windows Live Photo Gallery
.sst	Microsoft Serialized Certificate Store	Crypto Shell Extensions
.stl	Certificate Trust List	Crypto Shell Extensions
.stm	SmarTerm Macro Language	Unknown application
.stw	SmarTerm Session	SmarTerm executable
.svg	SVG Document	Internet Explorer
.swf	Shockwave Flash Object	Unknown application
.sws	SmarTerm WorkSpace	SmarTerm executable
.sys	System file	Unknown application
.tab	TAB File	Microsoft Office Excel
.tar	TAR File	Doxillion Document Converter
.tar.gz	GZ File	Doxillion Document Converter
.tbx	SmarTerm Toolbar	Unknown application
.thmx	Microsoft Office Theme	Microsoft Office PowerPoint
.tif	TIFF Image	Windows Live Photo Gallery
.tiff	TIFF Image	Windows Live Photo Gallery
.tmp	TMP File	Notepad
.trg	SmarTerm Triggers	Unknown application

[Close](#)

- 6 Click on the .tab line and then choose the program you want to use to open .tab files.





Appendix “A”

Initializing Data Files

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the next appendix titled *File Utilities* for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type PAINIT.

NOTE: If you are running under Linux, Unix or a similar operating system and are logged on as root / super user, replace the above command with `./PAINIT`

Enter the company ID you wish to initialize P/A data files for.

You will then see a screen similar to this:

```

Initialize P/A files

      Please enter Y or N for each file:

                                Init ?
1. P/A control ..... (PACTLFEU)
2. P/A codes ..... (PACODSEU)
3. Purchase request (PAPTxFEU)
4. Purchase req grid (PAPCXFEU)
5. Purchase req lock (PAPLCKEU)
6. Purchase allocn.. (PAPAXFEU)
7. P/A form file ... (PAFRMFEU)
8. Received P.O.hist (PARVHFEU)
9. Inventory history (PAIVHFEU)
10. Merchandise seq . (PASEQFEU)
11. Merchandise param (PAPARFEU)
12. Vendor file ..... (VENFILEU)
13. Vendor auxiliary. (VENAUXEU)
14. Vendor item file. (PAVITFEU)
15. Markdown trx .... (PAMDXFEU)
16. Transfer request. (PATTXFEU)
17. Transfer req grid (PATCXFEU)
18. Transfer req lock (PATLCKEU)
19. OTB master plan . (PAOTMFEU)
20. OTB plan file ... (PAOTBFEU)
21. Auxiliary info UDF (PAPTXXEU)
22. Auxiliary hist inf (PARVHXEU)

```

All Purchasing data files are shown on this screen.

Answer Y for each file you want to initialize, or press ENTER to default to N to skip initializing a file.

A brief description of each Purchasing file is shown below.

P/A Control file

This file contains a number of parameters and default values.

P/A codes file

Stores the calendars, location groups, user defined fields, etc.

Purchase request file

This file contains any purchase requests entered using *Purchase Requests » Enter*, as well as those created using the P/A *Purchasing advice* selection. This file also contains all open purchase orders which were created by posting purchase requests and by using *Receivings » Receive without P.O.*

Purchase request grid file

This file contains all the colour/size detail for gridded items on purchase requests and open purchase orders, as well as the serial and lot detail for open purchase orders.

Purchase request lock file

This file is used to protect the Purchase Request file.

Purchase allocation file

This file contains allocation information for allocated purchase requests and allocated purchase orders. Included in this file are the list of locations, allocated quantities by location, and allocated quantities by colour/size for gridded items.

P/A form file

This file contains definitions for forms which can be printed from purchase orders, purchase requests, and transfers. The predefined forms which are supplied with Purchasing are contained in this file, as well as any new forms which you may define for printing or for creating text (export) files.

Received P.O. history file

This file contains detailed header and line item history of Purchasing purchase orders that have been received, if you have specified in the Purchasing Control file to retain received P.O. history. It is used when viewing and printing received P.O. history.

Inventory history file

If you specified in the Purchasing Control file to retain inventory history, this file contains "audit records" of all transactions which have been posted, using the Inventory » *Inventory* » *Post* selection.

If you specified in the Purchasing Control file to retain merchandise history, this file also contains "merchandise records" which are created for every posted inventory transaction, as well as for miscellaneous items which are received, sold, or returned. The information in this file can be viewed and is used to produce inventory and merchandising reports.

Merchandise sequence file

This file contains sorting information that reduces the time needed to print merchandise reports. It is updated each time you enter or change information for an item (such as the category, season, or vendor).

Merchandise parameter file

This file contains the calendars and location groups defined in *Setup (Calendars)* and *Setup (Location groups)*. It also contains default parameters for viewing received P.O. history and open purchase orders, and for printing certain reports.

Vendor file

This file contains your vendors' numbers, names, contacts, and phone numbers. If you are also using A/P, this is the same Vendor file used by A/P.

NOTE: When you specify that this file is to be initialized, if you are using A/P, the

message displays "This is the same file that is used by the A/P system. Are you sure you want to initialize this file?". Answer Y to proceed, or answer N to skip initialization.

Vendor auxiliary

This file contains additional vendor data, such as user defined fields, not stored in the Vendor file.

Vendor item file

If you specified in the Purchasing Control file that you are using vendor items, this file contains information useful in ordering items from specific vendors. Each vendor item record includes information such as the vendor's item number, description, purchasing unit, and cost for the item.

Markdown transaction file

This file contains any markdown transactions entered using *Markdowns » Enter*, as well as those created using *Markdowns » Create*.

Transfer request file

This file contains any transfer requests entered using *Transfer out » Enter*, as well as all open transfers created using *Transfer out » Post*.

Transfer request grid file

This file contains all the colour/size detail for gridded items on transfer requests and open transfers.

Transfer request lock file

This file is used to protect the Transfer Request file.

OTB master plan file

This file contains all Open to buy master plan information.

OTB plan file

This file contains all Open to buy plans, including figures for budgets and actuals.

Auxiliary info UDF

This files stores the user defined field data entered onto the purchase requests.

Auxiliary hist inf

This file stores the user defined field data for receivings history.

To Exit

When initialization is complete, the operating prompt reappears.



Appendix “B”

File Utilities

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.
- Rebuild the merchandise sequence file, which contains sorting information that reduces the time needed to print merchandise reports. It is updated each time you enter or change information for an item (such as the category, season, or vendor).

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco

applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

To Begin

Select *File utilities* from the second page of the P/A main menu.

Convert a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "xxxxxxnn.EXP". Where 'xxxxxx' is the file name, and where 'nn' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Convert a file* from the *File utilities* sub-menu.

A screen appears for you to select a file to export:

File utilities (Purchasing)

Acme Enterprises Inc.

Export a file

Please select file

1. Control file..... (PACTLFTC)

2. P/A codes file..... (PACODSTC)

3. P/A form file..... (PAFRMFTC)

4. Inventory history file. (PAIVHFTC)

5. Markdown transaction... (PAMDXTFC)

6. Merchandise parameter.. (PAPARFTC)

7. Merchandise sequence... (PASEQFTC)

8. Multisite location..... (PALOCFTC)

9. OTB master plan file... (PAOTMFTC)

10. OTB plan file..... (PAOTBFTC)

11. Purchase allocation.... (PAPAXFTC)

12. Purchase request file.. (PAPTXTFC)

13. Purchase request grid.. (PAPCXFTC)

14. Received P.O. history.. (PARVHFTC)

15. Transfer request file.. (PATTXTFC)

16. Transfer request grid.. (PATCXFTC)

17. Vendor file..... (VENFILTC)

18. Vendor aux file..... (VENAUXTC)

19. Vendor item file..... (PAVITFTC)

20. Auxiliary info file.... (PAPTXXTC)

21. Auxiliary info hist.... (PARVHXTC)

Please enter device for export file

Please enter device size in kilobytes

Press **F1** for "All"

Enter the following:

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

F1 To export "All" files.

F2 To view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or F1 if you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard drive.

For Linux/Unix users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press F1 for "none".

For Windows Users

The drive letter enter here will be the drive that the ASCII backup file will be written onto. If the drive letter entered is that of a floppy or CDROM drive you will be prompted if you wish to delete all files on the drive first.

Please enter the device size in kilobytes

F1 Unlimited, Hard disk drive

The screen will then prompt you "Any change ". Enter Y and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press ENTER to accept the default of N.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:

File utilities (Purchasing) Acme Enterprises Inc.

Export a file

Creating new export file for

TC/PAFRMF.DAT

1. Starting file key

2. Ending file key

Press **F1** for "First"

Enter the following data:

Starting file key

Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press F1 for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press F1.

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter C to create a new export file and over-write any pre-existing ASCII export for this data file, or enter A to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

After you have completed running the convert routine, press TAB at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu select *Restore an exported file*.

A screen similar to the one below will appear:

File utilities (Purchasing)
Acme Enterprises Inc.

Restore from an export file

Please select file

1. Control file..... (PACTLFTC)	12. Purchase request file.. (PAPTXFCTC)
2. P/A codes file..... (PACODSTC)	13. Purchase request grid.. (PAPCXFTC)
3. P/A form file..... (PAFRMFTC)	14. Received P.O. history.. (PARVHFTC)
4. Inventory history file. (PAIVHFTC)	15. Transfer request file.. (PATTXFCTC)
5. Markdown transaction... (PAMDXTFC)	16. Transfer request grid.. (PATCXFTC)
6. Merchandise parameter.. (PAPARFTC)	17. Vendor file..... (VENFILTC)
7. Merchandise sequence... (PASEQFTC)	18. Vendor aux file..... (VENAUXTC)
8. Multisite location.... (PALOCFTC)	19. Vendor item file..... (PAVITFTC)
9. OTB master plan file... (PAOTMFTC)	20. Auxiliary info file.... (PAPTXXTC)
10. OTB plan file..... (PAOTBFTC)	21. Auxiliary info hist.... (PARVHXTC)
11. Purchase allocation.... (PAPAXFTC)	

Please enter device for export file

Please enter device size in kilobytes

Press F1 for "All"

Enter the following information for either active or inactive files:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or F1 to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or F1 if you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For Linux/Unix users

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter A here. If no designation is at the beginning of the file press F1 for "none".

For Windows network users

The drive letter entered here will be the drive that the ASCII export file resides on.

Please enter the device size in kilobytes

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer C (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer A (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press TAB to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

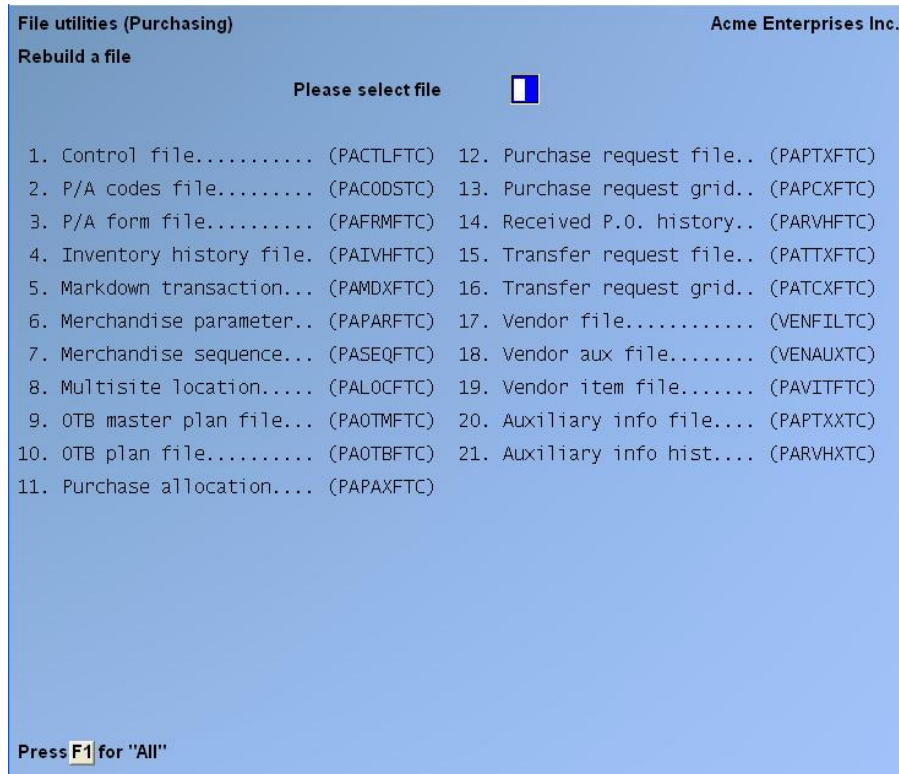
Rebuilding Data Files

Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu. A screen appears for you to select to rebuild active or inactive job cost files. If you select inactive, only a few files can be accessed. If you select active, a screen similar to the one below will appear:



Enter the following information for either active or inactive files:

Please select file

Enter the number of the file you wish to rebuild, or F1 to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.

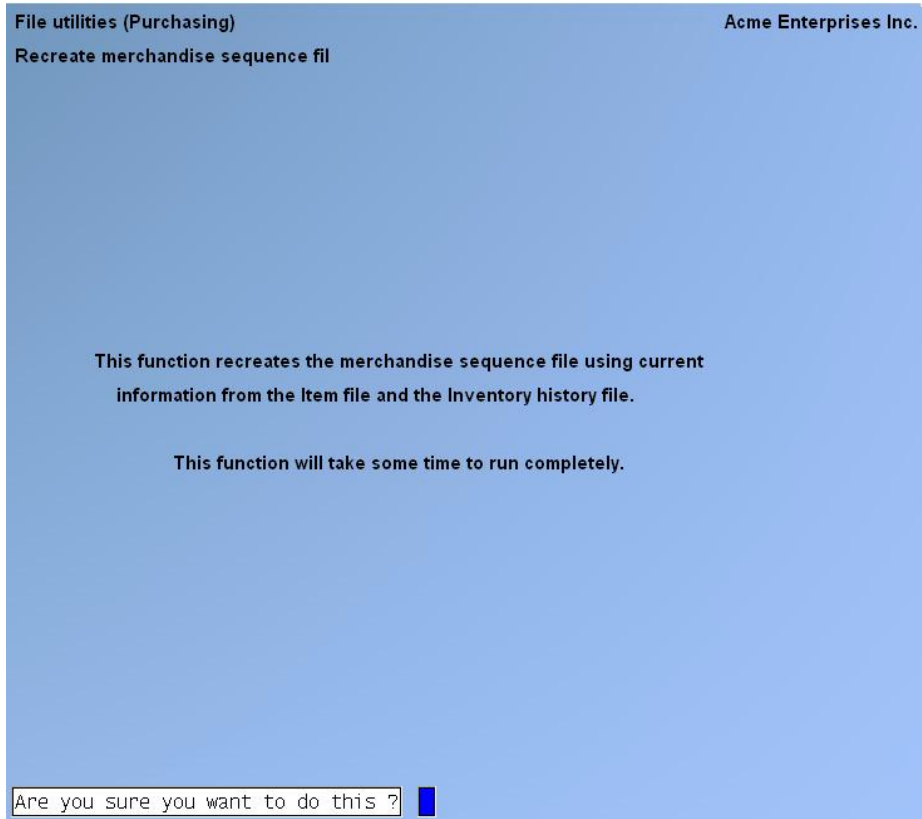
Rebuild Merchandise Sequence File

The merchandise sequence file contains sorting information that reduces the time needed to print merchandise reports. It is updated each time you enter or change information for an item (such as the category, season, or vendor).

This function compares extracts the information in the item and item history files, and recreates the merchandise sequence file.

To begin, select *Rebuild merchandise seq. file* from the *File utilities* menu.

The following screen appears:



Answer Y to continue processing, or N to exit without completing the function.
